



# WE ARE HIRING

## Office of the Deputy Vice-Chancellor: Finance and Operations

Department: Human Capital

### Senior Employee Relations Practitioner

#### Requirements

A Bachelor's degree (NQF Level 7) in Human Resources, Labour or Industrial Relations or relevant qualification with at least six (6) years of relevant experience in managing Employee Relations/Industrial Relations. Excellent English Communication skills (written and oral). Ability to communicate clearly and effectively with staff at all levels, good written and oral communication skills, sound interpersonal skills, strong conceptual, critical thinking skills, conflict-solving skills, negotiation skills, attention to detail and proactive. Sound knowledge of the Labour Act and the Affirmative Action (Employment) Act. Proactive and ability to adapt to a changing working environment. A Diploma in Arbitration and Dispute Resolution or Labour Law will be an advantage.

#### Job Description

Maintain good relations between the employer and employees; manage the grievance process; manage the disciplinary and incapacity processes; provide guidance to management and staff on labour disputes; monitor trends in employment practices and advice on proactive action; investigate and resolve employees' complaints; stakeholder and unions engagement; representation at Conciliation and Arbitration proceedings; advise and assist in developing proper procedures for negotiation and industrial action; ensure the implementation of the Recognition Agreement and ensure compliance with the Labour Act; ensure compliance and implementations of the Affirmative Action Act at NUST; maintain the Employee Relations database; provide training and advise on the interpretation of labour legislation, policies, rules and regulations; and perform any other reasonable duties as assigned by the superiors.

**Contact: Mr Immanuel Atanasiu**  
T: +264 612072109  
E: iatanasiu@nust.na

Department: Facilities

### Supervisor: Security and Building Management Services

#### Requirements

A relevant Diploma (NQF Level 6), or a combined ten (10) years of relevant experience in the industry. Advanced relevant private security/police training, good English communication, investigative skills, and knowledge of safety and security standards and policies will be an added advantage.

#### Job Description

To maintain law and order on campus, supervise the contracted security company, provide personal, equipment, and property security for staff, students, and visitors on campus and performs routine security and safety patrol duties. Remain alert to emergency situations and provide first-line response, emergency management, and/or referral if required.

**Contact: Ms Jean Kazimbu**  
T: +264 612072829  
E: jkazimbu@nust.na

## EMPLOYEE VALUE PROPOSITION



Compensation



Career and Personal Growth



Work and Environment



Rewards and Recognition



Benefits

Join NUST to advance your career and shape Namibia's future in a supportive and nurturing community of learning.

### Closing Date:

**06 OCTOBER 2023**

The normal retirement age is 65 years.

NUST, an equal opportunity employer, invites qualified persons to submit their applications in writing, accompanied by a cover letter, a detailed Curriculum Vitae, proof of qualifications as well as the names and full contact details (including e-mail addresses) of at least three credible work-related referees to:

Private Bag 13388, 13 Jackson Kaujeua Street, Windhoek, NAMIBIA.

Applications may be emailed to [recruitment@nust.na](mailto:recruitment@nust.na) On e-mail applications, please enter the title of the position in the subject line. All foreign qualifications must be validated by the NQA. Only shortlisted candidates will be contacted. No documents will be returned.