



WILDERNESS

NORTHERN AIR MAINTENANCE

Northern Air Maintenance is an Approved Aircraft Maintenance Organization with its main base at Maun International Airport and a line station at Kasane International Airport maintaining its own group and a very small select group of 3rd party aircraft. The organization currently employs 52 personnel. In addition to Airframe and powerplant maintenance and facilities, Northern Air Maintenance has well-established Avionics and Instrument Overhaul workshops.

We are looking for a highly motivated, energetic and dedicated individual with passion and proven experience in the Human resources field. The applicant will be based in Maun and should be prepared to travel into remote areas from time to time.

JOB TITLE: SENIOR HUMAN RESOURCES OFFICER

Purpose of the Job

To provide comprehensive Human Resources Services to the organization, ensuring consistent delivery of all Wilderness HR practices. Support the execution of the regional human resource strategy in support of the overall business plan and strategic direction of Northern Air Maintenance (NAM) and Wilderness Air (WAIR), specifically in the areas of recruitment, succession planning, talent management including employee engagement and employee relations management, change management, organizational and performance management, training and development, and rewards management.

Support Regional and Group HR in the development, evolution and application of human resource policies and processes that are aligned to HR best practice and employment legislative requirements.

Brief description of the job

- Develop the human resource strategy, annual plans and align them with the Group HR strategy.
- Develop a human resource development system and processes
- To implement and co-ordinate the full recruitment cycle to ensure that the Organization is manned adequately at all times and informs clients and the supervisor of any problems.
- To initiate and assist in drafting job descriptions and manage specifications for the Organization to ensure that all jobs have up to date job descriptions.
- To ensure that changes in employment conditions such as salaries, promotions etc. are affected and communicated by initiating relevant correspondence.
- Ensure payroll receives all relevant information for Payroll Processing in accordance with laid out requirements/procedures.
- Administer, oversee and advise on the administration of salary, Severance/Pension/Provident funds, benefits, and leave etc;
- Ensure that the Finance department receive the relevant reports every month.
- To implement HR policies and procedures such as the condition of service, remuneration, disciplinary and grievance; and rectify any irregularities in a timely manner.
- To advise management and their subordinates on Labour practices, HR policies, procedures and the application of these with emphasis on advocating fairness and consistency as well as ensuring legal compliance
- Develop, align and implement the employee remuneration and benefits policy and processes.
- Periodically conduct a skills audit and establish a skills database for WAIR/NAM.
- Review monthly HR statistical indicators and ensure they are submitted timeously and submit returns to labour on time.
- To conduct exit interviews for all employees. Analyses the finding and makes recommendations to management.
- Develop system and processes for succession/localization planning, review and update the WAIR/NAM succession plan
- Oversee implementation of the performance Management System and identify areas for improvement
- Manage the entire disciplinary process including the receipt of the complaint, the investigation, suspension, preparation and formal hearing.
- To identify HR training needs in the respective departments and prepare and present appropriate training modules such as counselling, HR refresher courses, training or induction where these would assist employees and/or management.
- Commission employee engagement surveys, analyze the data and communicate the findings throughout the organization.
- Visit areas where our staff operate to iron out any issues and ensure all staff are motivated and driven towards achieving goals
- Continuously update and maintain impeccable employee records and files
- Manage the work and resident permits of all WAIR/NAM.

Minimum Requirements

- Degree in Human Resources Management/ Social Sciences or Equivalent.
- Minimum of 8 years in human resource management two of which should have been at management level.

Competencies

- Integrity
- Objectiveness
- Assertiveness
- Well versed in Labour Act and Industrial Relations
- Experience with payroll and its Administration



Only candidates who meet the above requirements need to apply by submitting a current curriculum vitae and certified copies of certificates to the following QR Code:

Closing Date: 17h00 on Friday 26 January 2024

PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE COMMUNICATED WITH.