

**Job Summary:**

The Singapore Organisation of Seamen is seeking a motivated and experienced individual to join our Industrial Relations Division. This full-time, permanent position offers an exciting opportunity to contribute to the organisation's efforts in fostering constructive labour relations and maintaining strong engagement with external stakeholders, including unions, industry partners, and regulatory bodies.

The role requires good communication and organisational skills, as well as understanding of local, national, and international labour laws, employment standards, and collective bargaining agreements.

The ideal candidate will be passionate about fostering positive industrial relations and advocating for better working conditions, fair compensation, and enhanced safety standards for union members.

**Responsibilities:**

- Engage with industry stakeholders, unions, and government bodies to promote bipartite and tripartite relations.
- Address labour disputes and participate in mediation and resolution processes.
- Stay informed on developments in the maritime industry, industrial relations trends, and employment laws.
- Collaborate with internal departments to ensure industrial relations strategies align with the organisation's broader goals.
- Prepare reports, presentations, and communications related to external relations initiatives.
- Travel as required for overseas assignments.
- Perform other duties that the role may require.

**Qualifications:**

- **Education:** Minimum Diploma in any field.

**Knowledge and Skills:**

- Understanding of Singapore's employment laws and labor relations frameworks.
- Good interpersonal, negotiation, and conflict-resolution skills.
- Good analytical and problem-solving skills, with the ability to gather and evaluate relevant data.
- Effective written and verbal communication skills.
- Proficiency in Microsoft Office and CRM systems.
- Ability to work both independently and collaboratively, managing multiple tasks and meeting deadlines.
- Adaptable to a fast-paced and dynamic work environment.