



Swakop Uranium, a Namibian world class uranium mining company, invites people who are self-motivated, energetic and wish to work in a High Performance Culture environment, to apply for the following role.

Senior Organisational Development Officer

Location: Husab Site

Reports to the Manager OD and Performance Management

MAIN PURPOSE OF JOB

Coordinate and facilitate activities related to Organisational Development effectiveness and efficiencies by implementing the Company's Learning and Organisational Development strategy. Facilitate Workforce Planning and Organisational Design, implement OD initiatives, drive all skills development programmes, conduct and facilitate Assessments, and ensure compliance with Employment Equity requirements.

Key Performance Areas:

Organisational development strategy implementation: Facilitate organizational culture and change management initiatives; Coordinate the Performance management processes; Assist with Talent and succession management; Coordinate job evaluation and job design; Facilitate new employee induction.

Workforce planning and organizational design: Maintain annual workforce plan; Facilitate and maintain optimum organizational design structures.

Skills development programmes: Facilitate and coordinate centralized training; Assist with the design and implementation of Career progressions frameworks; Coordinate Bursaries, Graduates and Internships programmes. Responsible for the annual capturing of Employer Training Grants applications.

Affirmative Action implementation: Compile annual AA report; Facilitate understudy development progress reviews, address shortcomings pertaining to the report; Liaise with the employment Equity Commission on the progress of the report; Serve as secretary to the AA committee.

Assessments: Assist with design of in - house assessments; Ensure appropriate assessments batteries are used and ensure adherence to Code of Conduct for assessments ; Maintain and ensure confidential storage of assessment results; Conduct and facilitate assessments as and when necessary.

General: Maintain professional and technical knowledge and skills and take responsibility of own career development; Establish and maintain effective working relationships with colleagues both in own department and in the broader company; Adhere to all laid down Health, Safety, Security, Environment and Radiation policies and procedures.

Requirements and experience:

- BTech/Bachelors' Degree in Industrial Psychology, Human Resources Development or Social Sciences.
- 5-7 Years' experience as a Senior OD Practitioner/OD Specialist.
- SAP Organisational Management system experience, as well as working knowledge and experience on Excel, Word and Visio.
- Experience in designing and execution of career progression plans.
- Knowledge of training principles/ methodologies/ methods.
- Experience in Affirmative Action Compliance.
- Certification on facilitation and administering assessments.
- Assessor and moderator will be an advantage.
- Train the trainer/ Coach the learner certification.
- Valid Code B Drivers' License.

Through its commitment to its people, the company offers a competitive remuneration package and the opportunity to work alongside some of the most experienced and dedicated people in the industry.

Send your CV's and other relevant documents to recruitment@cgnpc.com.cn by **30 September 2017**.

Previously disadvantaged Namibians are encouraged to apply.

Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.