



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

## **TRAINING COORDINATOR**

**Location: Husab Mine, Swakopmund**  
**Reports to the HOD: Engineering & Maintenance**

### **MAIN PURPOSE OF POSITION**

***To execute and coordinate the requirements for efficient engineering technical training programs with all relevant OEM's to build and execute a training program that meets the expectations to ensure maintenance work is optimized to support the achievement of the mining division's performance targets.***

### **Key Performance Areas:**

- Coordinates and identifies all the training needs within the department and liaise with the OD department to ensure alignment with the Company's training strategy.
- Effectively trains and arranges training sessions with Mining Operations training, Plant Operations training, OEM trainers and other relevant resources as identified.
- Identifies and diagnoses performance and training problems and recommends appropriate course of action.
- Prepares, with line managers and OD section, employee skills inventories and training needs to meet operational and maintenance requirements.
- Reviews training course content, training methodologies and implements changes to realize or improve training standards.
- Ensures effective training resources/materials and facility utilization and contribution to the achievement of goals.
- Draft budget for all engineering training needs and manages expenditure within approved parameters
- Maintains the overall training records database for engineering technical training.
- Ensures logbooks and assessment materials are available and liaise with the relevant Trade Test Official of the Vocational Training Centre before Trade Test starts and collect after Trade test.
- Review and evaluate together with the OEM trainer the logbook and determine if any gaps in skills, knowledge, attitude or exposure is evident.

### **Requirements and experience:**

- National Diploma in Occupational Directed Education, Training and Development **OR** Recognised Trade Diploma with 4 technical theoretical subjects (Level III or N3) in a Mechanical or Electrical field and SDP (L4)
- Coach the Learner Certificate
- Assessors and Moderator Certificate
- 5-7 years' experience in technical training coordination
- Sound knowledge of the technical unit standards
- Previous maintenance/training experience with OEM's
- Simulation training methodologies and development of training and assessment modules/materials
- Computer literate (MS Office – Intermediate)
- Code B/BE Driver's 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 [psujobs.eng@cgnpc.com.cn](mailto:psujobs.eng@cgnpc.com.cn) by **11 February 2018**.

*Previously disadvantaged Namibians are encouraged to apply.*

***Clearly indicate the position you are applying for as well as your name and surname in the subject line of your application email.***