



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.

Vacancy: Document Clerk

Location: Husab Site – 67 kilometers from Swakopmund
Reports to the Geologist: Evaluation

MAIN PURPOSE OF JOB

To ensure that geological data is loaded, up to date and report on data non-conformances to ensure effective and efficient service delivery to the department.

Key Performance Areas:

- Planning & Organizing effectiveness
- Receive, capture, prepare and publish geological data
- Document management
- Administration effectiveness
- Works effectively with others as part of a team
- Safety, Health, Environmental, Radiation & Quality Effectiveness

Requirements and experience:

- Grade 12
- Office Administration certificate will be an advantage
- 1 year experience in production or administration or data capturing/entry environment
- Attention to detail and accuracy is essential
- 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 **15 April 2016**

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.

Applications received that do not meet the criteria will not be considered.

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