



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: Employee Relations Officer

Location: Husab Site – 66 kilometers from Swakopmund

Reports to the Manager – Employee Relations

MAIN PURPOSE OF JOB

To provide Employee Relations expertise and a quality services to line managers and employees in the field of labour relations, to effectively contribute to the achievement of Employee Relations Policies and the section's objectives.

Key Performance Areas:

- Advises line managers with the application of the Disciplinary Code and procedures to be followed to achieve the objective of the Company's Disciplinary Policy
- Provides advice to line managers on the interpretation and application of the Company Disciplinary Policy and advises on procedures, precedents and the Labour.
- Facilitates the handling and orderly settlement of grievances at the lowest possible level in accordance with the Company's Disciplinary Code and procedures
- Advising and assisting line managers with the implementation and maintenance of effective communication channels to achieve the Company's goals
- Monitors the industrial relations climate and effectiveness of communications channels
- Provides Employee Relations induction training to newly appointed employees
- Provides an employee relations administrative service

Requirements and experience:

- Human Resources Diploma/Degree or equivalent HR qualification
- 3 Years' practical experience in an ER environment
- Valid 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 Recruitment@cgnpc.com.cn by **17 June 2017**

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.