



*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.*

## **Assistant Transport Officer**

**Location: Husab Mine Site**  
**Reports to the Transport Co-ordinator**

### **MAIN PURPOSE OF JOB**

***To assist in the coordination and execution of duties related to the Company's transport fleet of vehicles, in order to ensure that service and maintenance are done timeously, that vehicles are scheduled optimally, that vehicles are used for company purposes only and that all legal requirements such as licences and insurance are always up to date.***

### **Key Performance Areas:**

- Ensure that the appropriate implemented systems, procedures and methods to provide an effective and systematic transport service are efficient and safe.
- Prepare transport schedules and enforce adherence to set schedules and time tables.
- Assign drivers to routes, handle customer complaints and investigate and correct any delays.
- Supervise and guide operational staff.
- Ensure vehicles condition meets or exceeds required safety standards.
- Adhere to all road and transport rules, laws, legislation and best practices and takes corrective action when necessary.
- Monitor and report Driver issues such as accidents, safety concerns or licensing issues.
- Compile and review time and attendance register.
- Assist with driving duties as and when required.
- Keep record of all licensing requirements for all LDV and business.
- Submit renewal of licensing to the relevant authority and ensure licensing disks are valid and displayed on Busses and LDV's.
- Ensure that log books are accurately completed and reviewed.
- Assist with any adhoc transportation administrative work as may be required.
- Comply and ensure compliance to the Company's Safety, Health, Environment, Radiation and Quality standards and procedures.
- Effectively manage performance of self and subordinates.

### **Requirements and experience:**

- Grade 10 with 24 points over 7 subjects and 3-5 years driving experience of which 2 years should be in a transport coordination/supervisor role.
- Grade 12 with 20 points over 5 subjects and 2-4 years driving experience of which 2 years should be in a transport coordination/supervisor role.
- Work experience as an employee transportation supervisor/coordinator, preferably in a mining or manufacturing industry.
- A valid Code CE driver's license.
- Fitness and competency in terms of relevant assessment (Dover) will be tested by the Company.

*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](mailto:recruitment@cgnpc.com.cn) by 31 March 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.***