



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.

## IMS Coordinator

Location: Husab Mine Site  
Reports to the Superintendent IMS-Q

### **MAIN PURPOSE OF JOB**

**Coordinate and assist in the development and maintenance of comprehensive and Integrated Management System (IMS) to meet the business strategy and objectives of the Company. The position maintains continuous improvement of IMS efficiency, effectiveness, and internal audit, implementation of policies / procedures and IMS certification.**

### **Key Performance Areas:**

- Coordinate and Assist in the design of Swakop Uranium's Safety, Security, Health, Environment, Radiation and Quality Management systems, policies, procedures, control standards, measures and programs, and aligns them to strategic business and SHEQ objectives.
- Assists in the preparation of Standard Operating Procedures and other system requirements.
- Develops and executes induction and training programs to promote awareness to all SU individuals on the IMS Standards and other existing policies and procedures of the company through trainings and presentations.
- Updates and maintains the IMS page on the Intranet.
- Maintains and controls records and documents of the department.
- Co-ordinates and conduct internal audits including inter-mine and peer review audits.
- Assists in establishing and maintaining relationships with external specialists, software providers, regulatory authorities, individual or business customers relating to safety and quality management system issues.
- Drawing up strategies and action plans to attain objectives and effectively implement the formulated corrective and preventive actions to ensure IMS compliance.
- Conduct IMS internal audits and evaluate different areas and processes of the company to monitor compliance to applicable Standards, existing policies and procedures.
- Establish and maintains sound working relationships with co-workers.

### **Requirements and experience:**

- B degree in Business or equivalent.
- 2-4 Years' experience in the Mining industry with Health, Safety, Environment and Quality Experience.
- 3-5 Years' experience in IMS preparation and implementation.
- 2 Years' Project Management and Auditing experience.
- Understanding of legal requirements.
- Must be computer literate and have experience in MS Office applications.
- A valid 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 [recruitment@cgnpc.com.cn](mailto:recruitment@cgnpc.com.cn) by 7 April 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.**