



*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.*

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## **Senior Officer: Recruitment**

**Location: Husab Mine, Swakopmund**

**Reports to the Manager: Recruitment**

### **MAIN PURPOSE OF JOB**

***To recruit and on-board talent, and perform the required administration and co-ordination functions related to recruitment of all employees at Swakop Uranium (SU).***

### **Key Performance Areas:**

- Analyzes manpower requirements in area of responsibility and identify recruitment needs.
- Coordinates the recruitment and selection processes to ensure timeous appointment of competent staff.
- Submits all remuneration required documentation.
- Coordinates travel arrangements for candidates.
- Verifies reference and qualification authenticity.
- Liaises with prospective employees on offer acceptance and commencement dates.
- Arranges and coordinate pre-employment medical evaluations, ordering of PPE and access permits.
- Prepares new employee induction packs and assist with sign on paperwork.
- Assists with coordination of relocations.
- Ensures probation reviews are received and recorded appropriately.
- Coordinates and assist resigned/ terminated employees to complete all exit requirements.
- Prepares recruitment statistical data and reports and submit to Management for review.
- Establishes and maintain sound working relationships with internal and external stakeholders.
- Adheres to all Safety, Health, Environment and Radiation requirements of the company.

### **Requirements and experience:**

- National Diploma in Human Resources or BTech degree in Human Resources Management.
- 5-7 years' experience as a Human Resources Officer/ Generalist of Business Partner of which 3 years should have been on a Senior Officer/ Generalist level.
- Proven experience in recruitment and selection principles and practices.
- Sound experience in analyzing recruitment trends & implementation of best practices.
- Sound planning and organizing skills.
- Computer literate with good Excel and Word skills.
- Code BE Drivers' License

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*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.*

*Interested persons should submit their CV and relevant supporting documents to [recruitment@cgnpc.com.cn](mailto:recruitment@cgnpc.com.cn) by **30 November 2017**.*

*Previously disadvantaged Namibians meeting the above criteria 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 these 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.*