



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.

SUPERINTENDENT: ORGANISATIONAL DEVELOPMENT

Location: Swakopmund – Husab Mine
Reports to the OD and Training Manager

MAIN PURPOSE OF JOB:

To provide a comprehensive organizational development services by organising and executing the overall Learning and OD programmes in line with the organisational goals and objectives.

KEY PERFORMANCE AREAS:

Organizational design and workforce planning effectiveness:

Align organizational design with approved workforce plans and ensure adhere to the annual plan; Maintain and provide advice to Management on levels of work, structures and optimization of resources; Assist in developing of policies, procedures and processes to support the Human Resources Department's strategy and practices; Maintain the departmental integrated management system.; Maintain and update the HR policy and procedure framework; Benchmark and interpret changing policies, procedures, practices and advices management on the implementation thereof.

Organizational Culture and change management effectiveness:

Consult with management and other leadership to identify appropriate culture, OD and change management programmes to support business goals; Create and implement programs that connect employees with business goals and keep them engaged; Conduct employee engagement surveys and execute recommendations.

Training and Skills Development Effectiveness:

Design and implement competency, career and training frameworks in conjunction with the End User Departments; Coordinate training programmes and initiatives to ensure skills and competency requirements are met; Provide advice to Mining, Processing and Engineering Training sections on best practices, governance and compliance requirements; Consolidate training reports and budgets, conduct training inspections and implement business process improvements; Implement Skills Levy requirements; Coordinate and make recommendations on appropriate internal assessment tools and batteries for pre-employment and internal training.

Talent and Succession Management:

Implement annual talent and succession plans in conjunction with the relevant HOD's; Ensure End – User Departments comply with the Affirmative Action plan, understudy development plans and programs; Manage the graduate development programmes and progressions. Drives leadership development programmes.

Performance management effectiveness

Facilitate annual performance management review process in accordance with SU policies and procedures; Design and Facilitates performance management workshop as and when required; Verify and consolidate the performance results and documentation; Keep record of performance appraisals; Assists End –User departments with career planning and succession plans related to performance management.

Requirements and experience:

- B Tech Degree in Human Resources Management/Organizational Development or Behavioral Science degree major in Industrial Psychology/Organizational Development. An Honors Degree will be a distinct advantage.
- 5-7 Years' experience as a Senior OD Officer /OD Specialist /Training & Development Specialist of which 3 years should have been on supervisory level.
- Sound experience in implementing organizational design, organization effectiveness interventions, developing competency and career frameworks, implementation training and learning programmes, design policies and procedures, manage talent and succession plans and implement best practices.
- Sound networking skills and able to work in a multi-national environment;
- Outstanding communications and presentation skills, report writing skills; analytical, and problem solving abilities; flexible able to work in a changing environment; professional and result oriented.
- Integrity and confidentiality.
- Working experience in SAP Organizational Development system and any related training management system.
- Experience in the mining industry is a distinct advantage.
- Code B 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.

*Interested persons should submit their CV and relevant supporting documents to recruitment@cqnpc.com.cn by **15 December 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.