



*One of the world's foremost emerging uranium companies, Swakop Uranium, is focused on developing and operating the world's third-largest known primary uranium deposit near the town of Swakopmund in Namibia. We need energetic, self-motivated and confident people to apply for our roles and we regard you as our "Employee of Choice".*

## **COMPANY DOCUMENT CONTROL OFFICER**

**Location: Swakopmund – Husab Mine**  
**Reports to the HOD: Compliance and Risk Management**

### **MAIN PURPOSE OF JOB:**

*To implement the Swakop Uranium document management system by performing various functions related to procedure system, document control, document archiving, document imaging and document register maintenance in line with the Company's document and archive management procedure.*

### **KEY PERFORMANCE AREAS:**

#### **Electronic Document Management System**

- Develops and maintains the Company Electronic Document Management System

#### **Document Center Effectiveness:**

- Sets up and maintain the Swakop Uranium document center on Portal;
- Distributes management documents as per procedures whilst maintaining management documents lists and databases;
- Ensures obsolete documents are removed from circulation and ensure proper archiving;
- Maintains document control procedure and ensure all relevant employees are informed about the control procedures;
- Reviews, aligns and implements consistency and compliance of the department and project management documents.

#### **Document Control Effectiveness:**

- Establishes and manages the flow of documents by using procedures;
- Controls issuance of document numbers, including maintenance of proper document registers;
- Ensure protection and security of files and records;
- Maintains documents/drawings in the Document Control office under safe custody without any damage or deterioration, with easy traceability.
- Provide guidance to end user departments on document management procedure;
- Transfers and dispose records according to retention schedules and policies;
- Receives and monitors hard copy and electronic records, creates new files and scans/inputs documents;
- Ensures controlled copies of the latest approved documents and drawings are given/issued and confers with document originators to resolve discrepancies and amends the documents accordingly.

#### **Procedure System Effectiveness**

- Uploads all latest versions of the policies, procedures to the Document Centre of the SU Portal as required;
- Drafts procedure system reports as required;
- Issues all corporate level policies, procedures to all staff as required;
- Co-worker effectiveness;
- Safety, Health, Environmental, Radiation and Quality effectiveness

#### **Requirements and experience:**

- Grade 12 with a Certificate/Diploma in document management systems.
- Minimum 5 years' experience as a Document Controller.
- Experience with implementation of a document and records management system.
- Computer literate with good experience on Sharepoint and added advantage.
- Experience in the mining industry and understanding of ISO 9001 standards will be a distinct advantage.
- 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.*

*Interested persons should submit their CV and relevant supporting documents to [recruitment@cgnpc.com.cn](mailto:recruitment@cgnpc.com.cn) by **16 February 2018**.*

*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 this 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.*