



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: RECRUITMENT

Location: Husab Mine

Reports to the Deputy HOD: HR

MAIN PURPOSE OF JOB:

To co-ordinate the operations of Recruitment, Selection, Placement and Induction of Swakop Uranium (SU) employees by ensuring that proper procedures are followed in these processes, and that continued development and implementation of best practices that support the achievements of the Company's goals and objectives are followed and adhered to.

Key Performance Areas:

- Proactively plans, organizes, directs, controls or coordinates the recruitment system and process within the strategy and policy guidelines.
- Analyzes the recruitment process performance, prepares the recruitment statistics, recommends changes to the recruitment process and implements changes
- Ensure proper document control of all solicited applications and recruitment databases.
- Identifies difficult job vacancies and investigates the best recruitment approach for them
- Confirm recruit complements and draw up monthly reports on strength versus complement.
- Prepares statistical data and reports related to SU's recruitment practices.
- Screens resumes determining which candidates meet the minimum requirements, and draw up preliminary shortlist and discusses the shortlist with the EUD.
- Draws up competency-based interview questionnaires and request the EUD to draw up technical questions.
- Liaise with the OD Department when assessments are required and provide full details to the OD team to facilitate the assessment.
- Ensures that the interview panel is diverse and interview packs are provided to the panel prior to the commencement of interviews.
- Conducts reference checks by verifying employment information and contacts the professional and personal references provided by the candidate.
- Reviews and signs-off offer packs and ensures all appropriate documentation is prepared and ready for submission.
- Sends out offer of employment up to CU level; handles all queries pertaining to the offer where applicable.
- Pro-actively tracks recruitment trends in terms of time-to-fill, cost-per-hire and source-of-hire and provides analysis to the Deputy HOD: HR.
- Co-worker effectiveness.
- Safety, Health, Environmental, Radiation and Quality effectiveness.

Requirements and experience:

- National Diploma or B Tech degree in Human Resources Management.
- 5 years' experience as a Senior Human Resources Officer or HR Generalist/HR Business Partner.
- Solid experience in recruitment selection and placement principles and practices
- Solid experience identifying recruitment trends and implementation of strategies to address shortcomings.
- Sound recruitment and job Interviewing Skills
- Analytical Skills and able to work in a diverse environment.
- Demonstrated resourcefulness in setting priorities to achieve high performance levels.
- 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@cgnpc.com.cn by 20 April 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 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.