



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.

Senior Officer: Organizational Development

Location: Husab Site

Reports to the Manager: OD and Training

MAIN PURPOSE OF JOB

Coordinate and facilitate activities related to Organizational Development effectiveness and efficiencies by implementing the Company's Learning and Organisational Development strategy.

Key Performance Areas:

- Facilitate and implement organizational culture initiatives and programmes;
- Coordinate the annual Performance management processes;
- Assist with talent and succession management;
- Coordinate job evaluation and job design;
- Maintain annual workforce plan and organizational structures;
- Facilitate and coordinate training activities;
- Design and implement career development frameworks;
- Coordinate Bursaries, Graduates and Internships programmes;
- Responsible for the annual capturing of Employer Training Grant applications;
- Compile annual Affirmative Action report;
- Facilitate understudy development programmes and serve as Secretary to the AA Committee.
- Design in-house competency based assessments and invigilate assessments as and when required;
- Maintain professional and technical knowledge and skills;
- Establish and maintain effective working relationships;
- Adhere to Health-, Safety-, Security-, Environment- and Radiation policies and procedures.

Requirements and experience:

- BTech/Bachelor Degree in Industrial Psychology or Human Resources Development or Social Sciences.
- 5-7 Years' experience as a Senior OD Practitioner/OD Specialist.
- SAP Organisational Management system experience, as well as working knowledge and experience on Excel, Word and Visio.
- Experience in designing and execution of career progression plans.
- Knowledge of training principles/ methodologies/ methods.
- Experience in Affirmative Action Compliance.
- Certification on facilitation and administering assessments.
- Assessor and moderator will be an advantage.
- Train the trainer/ Coach the learner certification.
- Valid Code B Drivers' 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 by **29 June 2018**.

Previously disadvantaged Namibians are encouraged to apply.

Only shortlisted candidates will be contacted within two weeks of the closing date of this advertisement and no documents will be returned.