



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.

INTERNAL VACANCY (SU EMPLOYEES ONLY!!!)

Deputy HOD: Human Resources

Location: Husab Mine

Reports to the Vice President: Human Resources and OOC

MAIN PURPOSE OF JOB

To manage and ensure compliance to Human Resource (HR) policies, procedures and practices in order to be in line with labour and employment legislation and regulations that contribute to the achievement of corporate goals, enhance the attraction, retention, utilisation and development of human capital within the organisation.

Key Performance Areas:

- Oversees the direction of the different areas within the HR function
- Analyses recruitment statistics
- Ensures mitigation of employment risks, operational efficiency and the management of labour costs
- Keeps expenditure within the approved labour budget
- Ensures the attraction and selection of the right people with required skills to carry out the Company's mandate and strategy
- Reviews and implements organizational structures in alignment with Company and Group strategy
- Improves the processes under his control in area of responsibility on a continuous basis, and delegates to subordinates to use and/or implement
- Takes responsibility for the preliminary review of Annual Manpower Planning
- Ensures that contracts are processed timely and within the guidelines of Swakop Uranium (SU) and Group policies and procedures, and Government legislation
- Reviews "Recruitment and Remuneration Packs"
- Ensures remuneration and benefits are market related and in line with business objectives
- Ensures that agreements and conditions of employment are benchmarked to the mining industry and formulates recommendations accordingly.
- Ensures fair, equitable and timely compensation of all employees and contractors.
- Oversees and facilitates the payroll administration function
- Stakeholder relationship management;
- People and performance management;
- Safety, Health, Environmental, Radiation & Quality Effectiveness.

Requirements and experience:

- Degree or Diploma in behavioural science, HR or related field
- At least 8 years' experience in an HR generalist capacity or related field
- 3 years in a managerial role in HR or related field
- Valid code B/BE Drivers Licence

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 **19 September 2018**.

Previously disadvantaged Namibians 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 the 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.