



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.

Interpreter & Secretary

Location: Husab Mine
Reports to the HOD: OOC

MAIN PURPOSE OF JOB

To provide effective administrative, Interpret and secretarial support to Executive Management, to ensure smooth running and effective office management, assist with board secretarial functions and activities related to the Office of the Company.

Key Performance Areas:

- Arrange meetings associated with the office of the senior executives and/or EXCO;
- Provides administrative support to the senior executive and EXCO;
- Receives and resolves all general enquiries directed to the senior executive and/or EXCO;
- In the absence of the senior executive and/or EXCO from the office, decides how to handle communications of an urgent nature;
- Liaises high-level interaction between Swakop Uranium (SU), CGNPC, URC, the government and other external organizations;
- Maintains and updates confidential manuals and a filing system for the senior executive and/or EXCO;
- Organizes and makes all arrangements for functions hosted by the senior executive and/or EXCO;
- Translate materials/documents as required from time to time;
- Stakeholder relationship management;
- People and performance management;
- Safety, Health, Environmental, Radiation & Quality Effectiveness.

Requirements and experience:

- Degree or Diploma in Language (English and Chinese) or Business Administration or Secretarial or Public Relations Management.
- Proficiency in both English and Chinese verbal and written communication.
- Experience as an Interpreter or Secretary or Personal Assistant to Executive Management will be an advantage.
- Sound experience in dealing with key stakeholders.
- Sound communication and report writing skills.
- Sound networking and interpersonal skills.
- Able to work in a multicultural environment.
- Motivated, self-driven, and energetic, flexible person.
- Strong work ethic and willing to work flexible hours.
- Valid Code B/BE Drivers' License will be an advantage.

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