



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)

Senior Officer: Employee Relations

Location: Husab Mine

Reports to the Superintendent: Employee Relations

MAIN PURPOSE OF JOB

To develop and maintain an Employee Relations System in order to provide a quality service to line managers and employees, in an area of responsibility, and to effectively achieve Human Resources and Employee Relations goals and objectives.

Key Performance Areas:

- Develops and maintains an effective Employee Relations systems;
- Sets output objectives in line with the Employee Relations section's goals;
- Assesses subordinate's performance;
- Providing specialist advice and assistance to line managers and employees;
- Developing and maintaining sound relationships between line managers and employees;
- Providing assistance to line managers on the interpretation and application of the Company's Policies and Procedures;
- Assesses subordinate's performance;
- Develops and maintains effective communications channels;
- Develops and maintains training programmes;
- Stakeholder relationship management;
- People and performance management;
- Safety, Health, Environmental, Radiation & Quality Effectiveness.

Requirements and experience:

- Human Resources Diploma or relevant Diploma in Employee Relations and Labour Law or related field.
- Practical experience in an ER environment: 5-7 years in employee relations environment of which 2 years should be on a supervisory role.
- Sound knowledge of the Namibian Labour Act and application thereof.
- Proven record of dealing with conciliation and arbitration matters.
- Experience in dealing with union representatives and union matters.
- Good report writing and minute taking skills.
- Sound interpersonal and networking skills.
- Able to work in a multinational environment.
- 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 9 October 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.