



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.

Assistant Human Resources

Location: Husab Site, Swakopmund

Reports to the Superintendent: Remuneration & Benefits

MAIN PURPOSE OF JOB

To assist Human Resources Department with recruitment, selection, remuneration & benefits, with the required and necessary administration and co-ordination functions relating to the various functions within the department, of all employees.

Key Performance Areas:

- Receive, print and log all the job applications as per prescribed procedures.
- Draft preliminary shortlisting as per job specifications and submit to the Recruitment Officer for review.
- Prepare pre-employment documents, pre-employment medical for new starters and assists with the sign-on process.
- Assist the payroll section with the verification of payroll input documentation in preparation for the upload.
- Assist the payroll section with the sorting of payroll documents and maintain filing system.
- Handles all payroll related queries by deciding on the appropriate feedback and corrective action to be taken to resolve the queries.
- Responsible for registration of all benefits administration with the relevant third parties, ie. Liaise with provident fund medical aid, social security etc.
- Establishes and maintains sound working relationships with co-workers / team members to resolve problems.
- Maintains the Human Resources department filing system and ensure efficiency, confidentiality of records in accordance.
- Assists with the uploading, maintaining and updating of employee personnel information on the system and ensure changes are affected immediately.
- Showing respect for the value of individual differences and adherence to Swakop Uranium's (SU) committed policy of fair dealing and integrity in the conduct of its business.
- Complies with Company job safety and good housekeeping standards/practices at all times.
- Safety, Health, Environmental, Radiation & Quality Effectiveness.

Requirements and experience:

- Grade 12 with 20 points over 5 subjects.
- Relevant Human Resources Diploma or Degree will be an added advantage.
- 1-3 years Human Resources experience or exposure in HR environment, dealing with recruitment processes, onboarding, benefits & payroll administration.
- Good administrative, data processing, planning, organizing, & clerical skills.
- Experience/Exposure in the mining industry will be an added advantage.
- Able to work in a diverse multi-national environment, with Good communications skills (verbally, writing & reading).
- Valid Code B/BE 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.

Send your cv's and other relevant documents to recruitment@cgnpc.com.cn before **29 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.

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