



*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 APPLICATION (SU EMPLOYEES ONLY!!!)**

### **Superintendent: Administration & Public Relations**

**Location: Husab Mine**

**Reports to the HOD: Office of the Company**

#### **MAIN PURPOSE OF JOB**

**To manage Swakop Uranium's Administrative Matters (corporate meeting schedule, documents storage, and corporate cultural campaign), Public Relations, Sustainability and Corporate Social Involvement development and Stakeholder engagement. Designs procedures, processes, and internal controls and plan to support delivery of Company's strategic plans and objectives.**

#### **Key Performance Areas:**

- Schedules Company level meetings and performs secretarial service to EXCO.
- Manages document control system of the Office of the Company and ensures alignment with internal procedures.
- Manages travel and visa/work permit function as and when required.
- Develop strategies and creative designs to deliver brand and culture campaign solutions that will engage SU employees, and stakeholders to drive transformational change and drive high performance.
- Manages the effectiveness and efficiency of the corporate culture campaigns and culture initiatives and creates platforms for employees to exchange ideas and make suggestions how to enhance corporate culture.
- Designs, facilitates and coordinates Company events.
- Compile and circulate corporate media.
- Develops Public Relations and Corporate Communication policies, procedures and processes aligned to Swakop Uranium's overall strategic objectives.
- Interprets and applies all statutory requirements, regulations and standards that impact Public relations and make recommendations for improvement or to eliminate the risks.
- Review newspaper publications related to Swakop Uranium operations or publications which might have an impact on SU operations and bring it to the attention of the Senior Executive and alerts Company management to potential threats. Writes press releases and articles for publication in the local and international media as required by the Chief Executive Officer.
- Design and maintain complaint register, address complaints received in a professional manner.
- Executes the Company's communication strategy through the appropriate mediums and key communication drivers and tools and measures the effectiveness of the Company's communication strategy through outcomes and feedback.
- Establishes, implements and reviews SU's long-term Sustainability Plan and programme through the SU Foundation.
- Constantly and effectively monitors the sustainable development programme.
- Facilitates foundation board meeting and any other ad-hoc meetings by preparing board packs and updating scorecard for the Sustainability Board subcommittee meetings as required.
- Stakeholder relationship management; People and performance management;
- Safety, Health, Environmental, Radiation & Quality Effectiveness.

#### **Requirements and experience:**

- Bachelor's Degree in Documentation Management/Corporate Communication /Linguistics/ Journalism/ Marketing/Public Relations Management or Social Development.
- 8 Years' experience in administrative matters such as Secretarial service, documents management, public relations and stakeholder engagement of which 3 years should have been on a supervisory/management level.
- Sound Stakeholder relations and dealing with various protocols.
- Sound knowledge and working experiences of dealing with media and government officials.
- Experience in implementing social development & internal communication initiatives.
- Experience in corporate image and branding
- Good report writing and interpretation skills.
- Good presentation and facilitation skills.
- Able to work effectively and efficiently in fast paced, deadline driven environments.
- 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](mailto:recruitment@cgnpc.com.cn) by **20 December 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.***