



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!!!)

Junior Officer: Admin & Public Relations

Location: Husab Mine

Reports to the Superintendent Admin & Public Relations

MAIN PURPOSE OF JOB

Assist with the administrative functions related to public relations, internal and external communications. Provide assistance in the execution of all social responsibility requirements in terms of the Sustainable Development and Corporate Social Involvement (CSI) plan.

Key Performance Areas:

- Assists with the day-to-day activities aligned with the communication and public relations strategies.
- Assists in promoting communication and PR practice, shares ideas and information with team to ensure consistency through a value added service.
- Provides support and advice on communication / PR best practice to the relevant departmental managers.
- Assists with the identifying of potential communication problems and makes recommendations to Superintendent: Admin and PR for improvement.
- Deals with and answer enquiries from individuals and other organisations, via telephone and email.
- Provides information on Swakop Uranium (SU) to education stakeholders, including schools and other educational institutions..
- Organizes community events such as open days, exhibitions, tours, visits and community initiatives.
- Assists to establish and maintain an excellent relationship with the local and international media.
- Collates and analyses media coverage from various sources and mediums.
- Collects information for newsletters or formal communication that needs to be sent internally or externally.
- Assists with the preparation of public interviews, press conferences and presentations.
- Maintains an archive of all printed and electronic media / press coverage.
- Edits and drafts presentation templates and other communications materials for external and internal audiences.
- Assists to arrange promotional campaigns in all types of media for products, organizations, or individuals.
- Assists with photo opportunities.
- Obtains updates for information on the SU website.
- Establishes and maintains a photo and video library and maintains an archive of relevant documentation.
- Ensures that the SU logo and branding in advertisements, newsletters, and brochures are in accordance with SU policy and interests.
- Stakeholder relationship management; People and performance management;
- Safety, Health, Environmental, Radiation & Quality Effectiveness.

Requirements and experience:

- Grade 12 with 20 points over 5 subjects and a Certificate in Communication/Journalism/Marketing/Public Relations Management/ Social Development /Administration or related field.
- At least one year's experience in internal and external public relations and communications in a corporate environment.
- Able to coordinate Small Business projects supported by the SU foundation.
- Report writing and administration skills
- Knowledge of official protocols when dealing with government institutions.
- Planning and organizational skills.
- Good interpersonal relations.
- Good working knowledge of MS Office packages.
- 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@cgnc.com.cn by **15 April 2019**.*

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.