



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!!!)**

### **Clerk: Database**

**Location: Husab Site, Swakopmund**  
**Reports to the Superintendent: Resource & Evaluation**

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

**To manage, install, configure and maintain all geological database and application systems including: database backups, user security and access management, user support, database capacity maintenance, optimize database performance, prepare geology system reports and other general administrative duties.**

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

- Maintaining and updating the exploration geological database. Entering data, validation and reporting of all assays concerning exploration data.
- Ensuring accurate sample tracking of all core sampling from onsite collection to dispatch to internal / external laboratories.
- Monitoring all assay results and ensuring QA/QC standards are maintained. Ensuring that all drill and geological data is accurately entered into the database.
- Writes database documentation, including data standards, procedures and definitions for the data dictionary.
- Ensuring that storage, archiving, database backups and recovery procedures are functioning correctly.
- Communicates regularly with technical, applications and operational staff, to ensure the database integrity and security.
- Co-ordinates and prepares geological maps, cross-sectional diagrams, charts / reports concerning mineral extraction, land use / resource management, using results of fieldwork / laboratory research.
- Active participation in geology and mining production meetings, audits and incident reporting investigations.
- Develops effective working relationships with external consultants and internal stakeholders, in order to ensure good customer service.
- Establishes and maintains appropriate professional, relationships within the industry and with other organizations and individuals to expand professional knowledge and develops useful source contacts.
- Complies with Company job safety and good housekeeping standards/practices at all times.

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

- Grade 12 with Tertiary education in computer science (NQA Qualification level 7)
- +/- 2 -3 years general exploration and mining geology experience.
- Relevant IT experience in database and related computer software (Acquire, Datashed etc)
- 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](mailto:recruitment@cgnpc.com.cn) **15 May 2019.**

*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.**