



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.

Senior Officer: OD

Location: Husab Mine

Reports to the Superintendent: OD & Training

MAIN PURPOSE OF JOB

Coordinate and execute activities and processes related to organisational development and training such as workforce planning and organizational design, job design and evaluation, designing and implementing career development plans, performance management, implement Skills Development programs and ensure compliance with the Affirmative Action and Skills Levy requirements.

Key Performance Areas:

- Maintain annual Workforce Plan and align with the recruitment plan, organizational structures and processes.
- Update all job descriptions and arranges job evaluation meetings as and when required and maintain job description database.
- Draws up workplace skills inventory in conjunction with the relevant departments and assists with annual training needs analysis.
- Assists with the design and development of training programs.
- Facilitate in-house courses and onboarding processes.
- Coordinate and execute activities related to skills development programmes such as bursaries, graduates, internships and understudy development programmes.
- Assists with the performance management processes and ensure compliance with the procedure.
- Administer and assists End-User departments with the design of all in-house competency assessments to ensure adherence to the Code of Conduct for assessments.
- Coordinate and execute activities related to culture and change management programmes.
- Draft annual AA report and ensure compliance with the Act.
- Submit annual Skills Levy claims and ensure compliance with the requirements.

Requirements and experience:

- BTech/Bachelor's Degree in Industrial Psychology or Human Resources Development/Human Resources Management.
- Certification in administering assessments.
- 5-7 years' experience as a Senior OD Practitioner/Officer with good practical knowledge of organizational development practices and methodology.
- Working experience in workforce planning and maintaining organizational structures on SAP Organizational Management system.
- Experience in job description writing and job evaluation systems.
- Experience in designing and implementing career development plans, coordination of Skills Development programs.
- Experience in coordinating performance management processes succession and talent management.
- Sound understanding of competency based assessments and application thereof.
- Knowledge of principles/methodologies/methods for training design.
- Implementation of Affirmative Action and Skills Levy requirements.
- 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 27 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.