



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.

## Officer: Administration & Public Relations

Location: Husab Site, Swakopmund  
Reports to the Superintendent: Admin & Public Relations

### MAIN PURPOSE OF JOB

Execute all administrative functions related to public relations, internal and external communications as well as executing all social responsibility requirements in terms of the Sustainable Development and Corporate Social Involvement (CSI) Plan.

### Key Performance Areas:

- **Corporate Communication & Public Relations strategy implementation and effectiveness:** Implements the approved Communication and Public Relations (PR) policies, procedures and processes; Identifies trends or key group interests or concerns and reports to management; Analyses market perception information and trends that may impact SU and report to management on key activities. Alerts SU management to potential threats; Execute communication strategies and campaigns. Attends to requests for information from interested and affected parties; Identifies and determines causes of potential communication problems and makes recommendations for improvement; Writes and edits in-house magazines, case studies, speeches, articles and annual reports.
- **Stakeholder engagement and effectiveness:** Supports sound relationships with all internal and external stakeholders by executing and perform activities related to the stakeholder engagement plan; Liaises with colleagues and designated spokespeople in accordance with SU policy; Monitors and evaluates stakeholder perceptions through market research; Provides information and education on Swakop Uranium (SU) to all stakeholders, including schools and other educational institutions; Fosters community relations through events such as open days, exhibitions, tours, visits and involvement in community initiatives; Promotes knowledge and understanding of nuclear energy as a safe and secure source of electricity; Organizes and participates as designated by the Company in public engagement events such as conferences, seminars and exhibitions.
- **Media Relations and effectiveness:** Liaises with and answers enquiries from media; Assists to establish and maintain an excellent relationship with the local and international media; Collates and analyses media coverage; Researches, writes and distributes approved press releases to targeted media; Writes story angles / messages in order to proactively contact the media with trends, story ideas, interviews and executive team/board perspectives; Prepares and coordinates public interviews, press conferences and presentations.
- **Public Relations, Communication & Marketing Material & Tools:** Establishes and maintains a "facts book" about uranium and the nuclear industry; Develops presentations and other communications materials for external and internal audiences; Assists to arrange promotional campaigns in all types of media for products, organizations, or individuals; Designs, writes and/or produces presentations, articles, leaflets, 'in-house' journals, reports, publicity brochures, information for web sites and promotional videos; Maintains and updates the information on the SU website; Monitors that the SU logo and branding in advertisements, newsletters, and brochures are in accordance with SU policy and interests.
- **Sustainability and Corporate Social Involvement Management:** Completes administration duties related to the SU Foundation including meeting preparation and documentation, ensuring good governance is maintained; Assesses the effectiveness of SU's contribution to social development against approved plan and through visits; Monitors SU's performance measures against government legislated expectations, providing recommendations on corrective measures; Recommends changes where necessary to internal processes to ensure SU's meets its sustainable development priorities; Draft and prepare the scorecard feedback for the Sustainability Board subcommittee as required.

### Requirements and experience:

- Grade 12 with a Bachelor's Degree or Diploma in Communication/Journalism/Marketing/Public Relations Management/ Social Development/ Business Administration or related field.
- At least 5 years' experience in internal and external public relations and communications in a corporate environment.
- Experience in coordinating small business projects supported by SU foundation.
- Good report writing and interpretation skills.
- Sound working knowledge of MS Office Packages.
- Good stakeholder relations and sound knowledge of official protocols when dealing with government institutions.
- Experience in various communication tools/mediums, and know how to deal with media.
- Experience in implementing internal communication initiatives and plans.
- 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) 22 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.**