



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: Remuneration & Benefits

Location: Husab Site

Reports to the Superintendent: Remuneration, Benefits & Recruitment

MAIN PURPOSE OF JOB

To execute remuneration, administration and employee benefits activities to ensure compliance with policies and procedures to support the HR function.

Key Performance Areas:

- Assist in defining fair, equitable and competitive total compensation packages and with the annual budget and reporting;
- Day-to-day administration of policies covering remuneration, administration and benefits administration;
- Analyzes statistical data and reports;
- Review requests to offer and compile employment offers;
- Calculation and execution of all internal movements;
- Draft letters and keep records;
- Conduct regular benchmarking within the Mining industry and make recommendations where applicable;
- Run statistical reports on a monthly basis in terms of probation, terminations, retirement, sick leave, etc;
- Check and review new sign on files against HR Master data for accuracy;
- Verify and check third party benefit registrations and ensure accuracy on monthly basis;
- Arrange and set up ill health committee meetings pertaining to ill health cases and maintain records;
- Execute audit recommendations and ensure proper document control;
- Facilitate all remuneration related induction sessions and conduct awareness sessions as and when required;
- Establishes and maintains sound working relationships with co-workers and external stakeholders;
- Maintains professional and technical knowledge and skills through constant self- development.

Requirements and experience:

- National Diploma in Human Resources Management/Personnel Management or a BTech Degree in Human Resources or a BA degree in Social/Behavioral Sciences;
- Minimum of 5 years working experience in a remuneration and employee benefits environment on Senior Officer level;
- Advanced Excel skills and experience in analyzing salary surveys
- SAP Personnel Administration experience;
- Excellent client service delivery skills
- Certification as a World of Work Global Remuneration Professional or other recognized body will be an added advantage;
- Valid Code B Drivers' 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 by 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.