



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: Recruitment

Location: Husab Mine, Swakopmund
Reports to the Superintendent: Remuneration & Benefits

MAIN PURPOSE OF JOB

To recruit and on-board talent, and perform the required administration and co-ordination functions related to recruitment of all employees at Swakop Uranium (SU).

Key Performance Areas:

- Analyzes manpower requirements and liaise with Departments on recruitment needs.
- Coordinates the recruitment and selection processes to ensure compliance within timelines.
- Verifies all recruitment documents prior to submitting to Remuneration.
- Keeps record of all recruitment data and reports
- Provides weekly feedback on recruitment status
- Liaises with prospective employees on offer acceptance and commencement dates.
- Coordinates pre-employment medical evaluations, ordering of PPE and access permits.
- Verifies new employee induction packs and sign-on paperwork for correctness and quality.
- Prepares statistical data for review.
- Ensures probation reviews are received and recorded appropriately.
- Identifies areas of high turnover and report on causes and possible recommendations
- Establishes and maintains sound working relationships with internal and external stakeholders.
- Adheres to all Safety, Health, Environment and Radiation requirements of the company.

Requirements and experience:

- National Diploma in Human Resources or BTech degree in Human Resources Management.
- At least 5 years' experience as a Human Resources Officer of which at least 3 years should have been on a Senior HR Officer/ Generalist level.
- Proven experience in recruitment and selection environment principles and practices.
- Sound experience in analyzing recruitment trends & implementation of best practices.
- Sound planning and organizing skills.
- Sound interviewing techniques and skills.
- Computer literate with good Excel and Word skills.
- Code BE 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.

*Interested persons should submit their CV and relevant supporting documents to recruitment@cgnpc.com.cn by **24 June 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.

Applications received that do not meet these 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.