

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!!!)

Officer: Facilities

Location: Husab Mine, Swakopmund
Reports to the Superintendent: Facilities & Transport

MAIN PURPOSE OF JOB

Execute and coordinate office administrative related activities such as housing rental administration, processing of noncontract payments and invoicing of third parties. Responsible for the petty cash register and monthly reconciliation. Coordinating catering requests, office maintenance of the Husab Tower and general administrative work related to the management of the Husab Village. Ordering business cards for SU Employees. Execute and assist with activities related to Company events and high official visits in conjunction with the PR and Administration section.

Key Performance Areas:

- Maintains office services by organizing office operations and ensures adherence to company procedures on a daily basis.
- Maintains the general office appearance and equipment, reception, repairs and cleaning, to ensure that offices are always neat and clean.
- Maintains office efficiency and stock control, by: Planning and implementing office systems, layout and equipment procurement, Monitoring, controlling and maintaining stock control, stationery, consumables, cleaning materials and refreshments, Anticipating/identifying needed supplies, Reviewing and approving supply requisitions, Verifying receipt of supply orders, Potable water management and control.
- Manages access to the Husab Tower and provide weekly access reports to Management.
- Maintains Block A, B, C & D and is responsible for building services of said blocks.
- Administers the housing properties of Swakop Uranium.
- Ensures adherence to lease agreements for secondees/expatriate Company employees, as per laid down policies and procedures.
- Identifies and reports all maintenance requirements for the Office and rental properties.
- Prepares the following reports: Weekly and monthly reports, Housing list, Maintenance list, Annual flat inspections report, Deposit funds reports, Asset Register Reports.
- Coordinates and liaises with third party cleaning staff which will include basic office safety training.
- Prepares monthly invoicing for rentals and ensures timeous submission to finance to avoid any late payments.
- Prepares and facilitates the processes for deposit refunds.
- Conducts annual rental inspections and submit any deviations to the relevant parties.
- Prepares and submits maintenance requests for flats.
- Administers daily functions of the Husab village and addresses any complaints received by occupants.
- Receives and checks meals requests and prepares weekly meals requests.
- Monitors movement of Husab village assets and prepares Husab village asset report.
- Does weekly inspections of the Husab village and to report findings to Superintendent.
- 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:

- Grade 12 (with 20 points) and a Diploma/Certificate in Business Administration or related field.
- At least 3 years' experience in a customer service delivery environment, focusing office arrangements, office efficiency, stock control and facilities management.
- Good understanding of rental agreements and requirements.
- Sound customer service and interpersonal relations and good communication skills.
- Basic accounting and report writing skills.
- Good planning and organizing 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@cgnc.com.cn by 27 August 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.