

*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!!!)**

### **Junior Officer: Reception, Visa & Travel**

**Location: Husab Mine**

**Reports to the Superintendent: Admin & Public Relations**

#### **MAIN PURPOSE OF JOB**

*To provide administrative service and coordinate the applications for visa and work permit applications with the relevant ministerial authorities. Execute all administrative related duties related to travel, including booking of flights and ground transportation, booking accommodation and handling any other trip-related tasks and ensure adherence to Company's Business Travel Procedure.*

#### **Key Performance Areas:**

- Receives and direct visitors and employees at the Husab Mine.
- Distributes incoming mail and coordinates the flow of mail internally from and to other departments.
- Prepares and verifies coding for invoices and expense claims as and when required.
- Switchboard management, answering and directing phone calls in a professional manner.
- Receives requests of foreign services required by the Company, and responds to the requests, by preparing and submitting the applications (SU Employees and Contractors' Visas and Work Permits) and follows up, including endorsement procedures.
- Submits applications (new and renewals) timeously through the Ministry of Home Affairs approved submission channel.
- Prepares requisitions for the Finance Department and makes all application and endorsement fees to the authority.
- Liaises with the Ministry of Home Affairs regarding the issuing of the required applications, to ascertain progress and render any assistance required to accelerate the process and facilitate urgent / exceptional matters, where applicable.
- Collects issued documents, submits to authorities for endorsements thereof, and ensures that they are correct.
- Attends to rejected applications urgently by requesting for extra support and information for re-submission.
- Arranges, books and coordinates appropriate modes of travel, such as flights and rental cars, as well as making reservations at hotels, or other forms of lodging.
- Where applicable arranges for the reimbursed for the cost of a hotel room, taxi ride, meal or other travel expense paid by the employee and ensures that such reimbursements are properly recorded, documented and issued.
- Liaises with the travel agency to plan travel arrangements and serves as liaison person between the travel agency and SU.
- Ensures that the travel agency understands what requirements must be met and reviews all of the agency's bookings for accuracy, cost-effectiveness and adherence to SU procedure for business travel.
- Distributes travel confirmations on time to the respective traveler and ensures bookings are done correctly.
- Serves as stand-by person after hours to assist employees with any travel issues and addresses it effectively with the travel agency as a matter of urgency.
- Verifies bookings with invoices on a monthly basis to ensure correct billing and processing of invoices.
- Keeps record of all travel and accommodation arrangements.

#### **Requirements and experience:**

- Grade 12 with a 20 points over 5 subjects and a Certificate in Travel & Tourism /Office Administration/ Secretarial or related field.
- At least 1 year's experience in travel or tourism or Secretarial environment.
- Knowledge of official protocols when dealing with government institutions.
- Report writing and administration skills and good planning and organizational skills.
- Good interpersonal relations and good working knowledge of MS Office packages.
- Knowledge about work permit/visa application requirements.
- Code 08 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@cgnp.com.cn](mailto:recruitment@cgnp.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.*