

*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.*

## Assistant: Human Resources (Temporary Contract – 5 months)

Location: Husab Site, Swakopmund  
Reports to the Superintendent: Payroll & Benefits

### MAIN PURPOSE OF JOB

To perform human resources related activities and tasks such as, human resources administration and benefit administration, to ensure the department provides quality and efficient human resources services to the end-user departments.

### Key Performance Areas:

- Draft offer letters for internal and external applicants based on duly signed offer review sheets.
- Draft contracts of employment for internal and external applicants based on signed job offers.
- Draft letters for internal staff movements, ie. Transfers, promotions, internal recruitments, salary adjustments, etc.
- Draft confirmation of employment letters to employees.
- Assist the Officer Remuneration and Benefits with SAP uploads.
- Ensure that all benefit administration forms are duly completed and submitted to the various benefit service providers.
- Responsible for registration of all benefit administration with the service providers, ie. Provident Fund, Medical Aid, Social Security.
- Conduct monthly reconciliations of medical, pension, and social security registrations and address any anomalies through the supervisor.
- Employee engagements on benefits.
- Maintains the Personnel files (physical files and electronic files)
- Ensure that all documents pertaining to the job is duly filed in a secure place to uphold confidentiality.
- Assists the department/ section with the following:
  - Retrieving all documentation required for any queries/references as instructed.
  - Filing documentation as per agreed upon sequence into appropriate files/folders.
  - Filing and retrieving documents from the central filing systems, as requested.

### Requirements and experience:

- Grade 12 with 20 points over 5 subjects.
- Relevant Human Resources Diploma or Degree will be an added advantage.
- 1 – 3 years' experience in the Human Resources field dealing with human resources and benefits administration.
- Good planning and organizing skills
- Good administrative, data processing & clerical skills
- Good communications skills: verbal, reading & writing
- Ability to work under pressure and have good customer relations skills.
- Able to work in a diverse multi-national environment.
- SAP experience will be an added advantage.
- 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 and other relevant, **recently certified** documents to [Recruitment@cgnpc.com.cn](mailto:Recruitment@cgnpc.com.cn) before **11 August 2020**.

*Previously disadvantaged Namibians are encouraged to apply.*

*Preference will be given to applicants from the Erongo region due to the current state of emergency.*

**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.**