



ON DIAMONDS WE BUILD

-JOB FINDER-

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- ❖ Applicants who does not meet minimum criteria will not be considered and/or contacted;
 - ❖ Applicants who does not receive correspondence within four weeks after the closing date, can accept that the application was unsuccessful;
 - ❖ ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED OF INTERVIEW RESULTS.
 - ❖ WHEN SUBMITTING CV'S AT HR OFFICES, PLEASE ENSURE THAT CV HAS ALREADY BEEN STAPLED AND COPIES ARE IN HAND. NO COPIES OR STAPLING WILL BE DONE AT HR OFFICE.
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To provide HR support to internal and external customers and ensure effective and efficient HR Administration.

- Grade 12 Certificate with a certificate in Human Resources Management/Office Administration
- One year experience in a client services/office administration/HR environment;
- Computer literacy will include: Ms Office (Excel, PowerPoint, Word) and SAP (HR Modules);
- Driver's license
- Exceptional level of accuracy
- Numerical skills
- Good communication and interpersonal skills
- Client services orientated
- Initiates continuous improvement
- Excellent knowledge of company policies, procedures and operational guidelines

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To transport earthmoving equipment between maintenance workshops and mining sites and relocating of crawler/tracked equipment around mining areas. The incumbent will be required to perform basic preventative mechanical service (autonomous) tasks. This position falls within Engineering Logistics and the successful incumbent will be required to execute equipment moves around mining sites as will be required by Mine Operation. The position reports to EMV Field Service Foreman.

- Grade 10 (Standard 8)
- Valid extra heavy duty Driver's License/Code 11, Namdeb all earthmoving machine driving permit.
- Good communication skills.
- Excellent Occupational Safety, Health and Environmental awareness and good track record.
- A minimum of three (3) years' experience in earthmoving maintenance as well as completion of multi-skilled operator training will be treated as added advantage.

- All candidates will be required to go for Vienna Dover / Relevant Assessment (As per Company Policy) and Medical assessment.
- Required to work additional hours and be on stand-by.

To perform semi-skilled tasks within the Boilermaking field according to set standards and as directed by the Artisan/Foreman. Performs any task within his/her sphere of work and assists any artisan to perform his/her duties if and when required.

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- Grade 10 Certificate
 - Vocational training N1 certificate or Level 2 certificate with the following subjects: Maths, Science & English
 - Applicant must be in possession of a Code 08 Driver's license.
 - Three (3) years' experience on a Boilermaker Assistant B and C level
 - Basic Plant Fitting knowledge will be required.
 - Applicants should be prepared to do a Namdeb Technical Aptitude Test demonstrating a skill suitable to the position.
 - Must be able to communicate and interact well with others.
 - Be security / safety conscious.

To perform semi-skilled tasks within the electrical sphere.

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- Recognized Grade 10/Junior certificate with English, Maths & Science
 - N1 certificate or equivalent trade related subjects
 - Vocational Training Phase 3 certificate or equivalent
 - 18 months practical experience at Electrical Assistant C level.
 - Code 08 driver's license
 - Applicants should be prepared to do Namdeb Technical Aptitude Test demonstrating a skill suitable to the position.

To perform more advanced Diesel Mechanic Assistant 'C' tasks allocated to him in the Workshop. Such duties include first line faultfinding and repair of basic malfunctions on machines, dismantling and assembling. Performs any task within his sphere of work and assists any artisan to perform his duties if and when required.

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- Grade 10 or BESA equivalent (Operational English & Functional numeracy),
 - N1 certificate or equivalent trade related subjects
 - Vocational Training Phase 3 certificate or equivalent work experience.
 - A valid Code 08 driver's license
 - Two (2) years experience previous trade related experience as Diesel mechanic Assistant B

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- WIFS Engineering – Southern Coastal
 - Engineering - Orange River Mines

Supervises the activities of artisans by prioritizing and allocating resources to optimize efficiency and drive cost effectiveness. Inspects plant or production area for scheduled maintenance or repairs as required to minimize loss of production. Ensures that operations are carried out according to safety standards.

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- Trade Diploma/ certificate.
 - National Certificate N3/ Level 3
 - Four years relevant post apprenticeship experience as an Artisan with acceptable performance and competencies.
 - Valid Code 08 Driver's License
 - Basic Computer literacy (MS Office)
 - Good communication and interpersonal skills
 - Knowledge of Namdeb Business System (SAPR/3)
 - Networking, problems solving and analytical skills

ARE YOU A NAMIBIAN WITH A PROVEN RECORD OF SCHOLASTIC ACHIEVEMENT?

Field of study

Year

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If you have a proven record of scholastic achievement, please submit a completed Namdeb Bursary Application form. Forms can be obtained from the ground floor of the Namdeb Centre in Windhoek or via our website: www.namdeb.com

Bursar Requirements:

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Bursar benefits:

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As per the Affirmative Action (Employment) Act, Act 29 of 1998; Namibian citizens from previously disadvantaged groups will enjoy preferential treatment. Students in the Karas Region are encouraged to apply.

Only short listed candidates will be contacted for assessments and interviews.

Human Resource Development
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Fax : +264 63 237310

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Field of study

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Apprenticeship Minimum Requirements:

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Apprenticeship benefits:

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Human Resource Recruitment
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