



ON DIAMONDS WE BUILD

-JOB FINDER-

SUITABLY QUALIFIED APPLICANTS AND CURRENT NAMDEB EMPLOYEES ARE INVITED TO APPLY FOR THE FOLLOWING ADVERTISED POSITIONS.

BASIC REQUIREMENTS:

- ✓ Reference number of advertisement should be quoted on application;
- ✓ Furnish a comprehensive CV with supporting documentation, inclusive of a valid security clearance permit;
- ✓ Submit separate applications for each position applied for;
- ✓ Applications from Namdeb employees must be noted by Line Managers.

PLEASE NOTE:

- ❖ 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.
- ❖ NO LATE APPLICATIONS WILL BE ACCEPTED

Preference will be given to applicants from designated groups in terms of the affirmative action (employment) act, 1998". Particular preference will be given to applicants who are disabled.

APPLICATIONS TO:

THE RECRUITMENT OFFICER

PO BOX 35

ORANJEMUND

FAX NO: 063-237 202 OR EMAIL: hr.recruitment@namdeb.com

NORTHERN COASTAL MINES

**APPLICATIONS TO:
HR BUSINESS PARTNER
PO BOX 45
LUDERITZ
FAX NO: 063-238910**



GRADING: C BAND

MULTI-SKILLED OPERATOR – NORTHERN AREAS (B2) (REF. NO. NCM/ 2013 - 014)

The Challenge:

To operate a range of mining production and non-production machines within the various mining sites safely and in accordance with standard operating procedures to achieve planned targets and delivery of quality services. The incumbent will also have to direct and lead a team of Operators on his/her shift.

The Ideal Applicant:

- Grade 10
- Code 08 Driver's license, while a Code 10 will be an advantage
- Assessments will be conducted (Vienna Dover Assessment)
- Two years driving experience on various mining machines and equipment.

CLOSING DATE: 30 OCTOBER 2013

SOUTHERN COASTAL, ORANGE RIVER MINES & SERVICES

APPLICATIONS TO:
HR RECRUITMENT
PO BOX 35
ORANJEMUND
FAX NO: 063-237202
EMAIL: hr.recruitment@namdeb.com



GRADING: A BAND

None

GRADING: B BAND

METALLURGY OPERATOR CAT1 (BL) – MINEWIDE- (REF. NO. SERV/ 2013 – 049)

The Challenge:

To control the Metallurgical Treatment or Recovery Plant Section, in accordance with his/her level of training and qualifying in a specific Operator category (i.e Scrubber/Crushing, Outside or Inside), to achieve maximum efficient throughput and to minimize delays and losses.

The Ideal Applicant:

- Recognized Grade 12 with Mathematics and Science as subjects. (Current Namdeb Plant Helpers or Headmen without Grade 12, candidates require at least one year plant experience gained at Assistant level, with sound Health and Safety & Environment knowledge and proven English language skills.)
- Code 08 driver's license
- Successful completion of the Metallurgy Operator Cat 1 Scrubbing and Screening Sections training in accordance with the Metallurgical Operator Training, Development and Career Path Programme.

CLOSING DATE: 23 OCTOBER 2013

ENROLLED NURSE - MEDICAL - (BU) (REF.SERV/2013 - 054)

The Challenge:

To perform the duties of an Enrolled Nurse in accordance with the Nursing Act and within the prescribed scope of practice of Enrolled Nurse, in order to provide a high quality patient care

The Ideal Applicant:

- Enrolled Nursing Certificate
- Proof of Registration with the Namibian Nursing Board
- Minimum of two years' experience
- Experience as a Theatre and anaesthetics nurse

- Ability to function effectively under pressure
- Availability to work shifts and weekends, night duty as well as doing standby
- Code 08/BE License
- Good communication skills

CLOSING DATE: 30 OCTOBER 2013

BOILERMAKER ASSISTANT C – SOUTHERN COASTAL MINE (BU) (REF. NO. SCM/2013 - 029)

The Challenge:

To perform advanced semi-skilled boiler making tasks allocated to him in the Plant or Workshop. Performs any task within his sphere of work and assists any artisan to perform his duties if and when required.

The Ideal Applicant:

- Grade 10
- Vocational training N1 certificate or Level 2 with the following subject: Mathematics, Science, English
- Valid Code 08 driver's license
- Three years' experience in a Boilermaking environment or previous experience as an Artisan Helper
- Technical knowledge in trade field
- The ability to solve problems effectively and efficiently
- Good communication skills
- Proven track record of safety awareness

CLOSING DATE: 30 OCTOBER 2013

OPERATOR DREDGE - SOUTHERN COASTAL MINE (B3) (REF. NO. SCM/2013 - 0030)

The Challenge:

Assist the Dredge Controller with the daily operations of housekeeping servicing, inspections and maintenance of the dredge. This will include the operating of the auxiliary vessels and other process machines and equipment within the dredge mining operations in accordance with training laid-down operating/safety standards and procedures.

The Ideal Applicant:

- Grade 12 Certificate with Mathematics or Science
- Minimum of a code 08 driver's license. Any other licence will be an advantage.
- Be self-motivated and be able to work as part of a committed team
- Metallurgical Plant Operators and Engineering Assistants are encouraged to apply
- Previous dredge experience will be an advantage.
- Safety conscious will be required to work on water.
- Mechanical experience will be an advantage on earthmoving and vessel maintenance.

CLOSING DATE: 30 OCTOBER 2013

METALLURGY OPERATOR CAT 2 – MINEWIDE - (B3) (REF. NO. SERV/2013 – 055)

The Challenge:

To control the Metallurgical Treatment Processes in accordance with his/her level of training and qualifying in a specific Operator category (i.e. Cat 1 and Cat 2), to achieve maximum efficient throughput and to minimize delays and losses.

The Ideal Applicant:

- Recognized Grade 12 with 20 point English, Mathematics or Science as subjects.
- Code 08 driver's license.
- Should have at one year metallurgical experience in the Scrubbing and Crushing section.
- Should be qualified in Outside section (Cat2).
- Good communication skills
- Problem solving skills
- Innovative and pro-active (self-starter)

(Current metallurgical operators with Grade 10 with 24 point English, Mathematics or science and code 08 driver's license may also apply.)

CLOSING DATE: 30 OCTOBER 2013

FITTER ASSISTANT C – SOUTHERN COASTAL MINE - (B3) (REF. NO. SCM/2013 - 031)

The Challenge:

To perform advanced semi-skilled tasks within the Fitter trade. Such tasks include but are not limited to the removing of components, replacing couplings and maintaining screens.

The ideal Applicant

- Grade 10 Certificate
- N1 Certificate
- Vocational Training Phase 3 Certificate or work related compensatory experience, where the appropriate scheme does/did not exist.
- Two (2) years' experience as a Plant Fitter Assistant B will be a requirement.
- A valid Code 08 driver's license
- Knowledge of overhead cranes, Compressors, pneumatic tools and air receivers.
- Responsible in assisting the artisan

CLOSING DATE: 30 OCTOBER 2013

BOILERMAKER ASSISTANT C – MINEWIDE - (BU) (REF. NO. SERV/2013 - 056)

The Challenge:

To perform advanced semi-skilled boiler making tasks allocated to him in the Plant or Workshop. Performs any task within his sphere of work and assists any artisan to perform his duties if and when required.

The Ideal Applicant:

- Grade 10
- Vocational training N1 certificate or Level 2 with the following subject: Mathematics, Science, English
- Valid Code 08 driver's license
- Three years experience in a Boiler making environment or previous experience as an Artisan Helper
- Technical knowledge in trade field
- The ability to solve problems effectively and efficiently

- Good communication skills
- Proven track record of safety awareness

CLOSING DATE: 30 OCTOBER 2013

BOILERMAKER ASSISTANT D – SOUTHERN COASTAL MINE - (BU) (REF. NO SCM: 2013/032)

The Challenge:

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.

The Ideal Applicant:

- 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.

CLOSING DATE: 30 OCTOBER 2013

FITTER ASSISTANT D - SOUTHERN COASTAL MINE - (B4) (REF. NO: SCM/2013 - 033)

The Challenge:

To perform more advanced semi-skilled tasks and maintain, operate Recovery, RTR as well as Plant Fitter's Assistant 'D' tasks allocated to him in the Plant. Such duties include first line faultfinding and repair of basic malfunctions on machines, dismantling and assembling of the plant equipment's, start and stopping the plant machinery, maintaining Good Housekeeping and SHE standards in the plant as directed by the Plant Foreman. Performs any task within his sphere of work and assists any artisan and plant operators to perform duties if and when required by the Plant Foreman.

The Ideal Applicant:

- 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.
- Previous trade related experience as Fitter Assistant C
- Experience acquired from practical on-the-job workshop practical training and exposure.

CLOSING DATE: 30 OCTOBER 2013

METALLURGY OPERATOR CAT 3 – MINEWIDE - (B4) (REF. NO. SERV/ 2013 - 050)

The Challenge:

To control the Metallurgical Treatment Processes in accordance with his/her level of training and qualifying in a specific Operator category (i.e. Cat 1,Cat 2 and Cat 3), to achieve maximum efficient throughput and to minimize delays and losses.

The Ideal Applicant:

- Recognized Grade 12 with 20 point English, Mathematics or Science as subjects.
- Code 08 driver's license.
- Should have at least two years metallurgical experience in the DMS section.
- X-ray machine experience will be an added advantage.
- Good communication skills
- Problem solving skills
- Innovative and pro-active (self-starter)
- Current metallurgical operators with Grade 10 with 24 point English, Mathematics or science and code 8 driver's license may also apply.

CLOSING DATE: 23 OCTOBER 2013

CONTROL CLERK (CREDITORS) (B3) FINANCE - ORANJEMUND (REF.NO.SERV/ 2013 - 048)

The Challenge:

To control the distribution and processing of invoices ensuring that quantities and prices of goods invoiced compare with the original purchase order, and that creditors and depot reconciliations are correctly done.

The Ideal Applicant:

- Grade 12/Standard 10 with the following subjects:
 - Accounting**
 - Mathematics**
- Two year relevant experience in a accounts payable environment
- Computer literate in Ms Office, Advance Excel Skills and SAP
- Applicant should be results orientated
- Display excellent communication skills
- Display sound understanding of the technical and professional accounting processes
- High level of speed and accuracy Integrity
- Applicant will be required to undergo assessments
- Compensatory experience will be taken into consideration for current Namdeb employees

CLOSING DATE: 23 OCTOBER 2013

GRADING: C BAND

DREDGE CONTROLLER (CL) – SOUTHERN COASTAL MINE (REF.NO.SCM/2013-034)

The Challenge:

The purpose of the dredge Controller is to operate, monitor and assess Dredge production and process information, on a shift basis and co-ordinate and control operations to achieve optimal Dredge throughput and efficiency.

The Ideal Applicant:

- Recognized Trade Diploma with 4 technical theoretical subjects (N2 level) or Grade Twelve with 4 technical theoretical subjects

- If in possession of a trade diploma, applicant must have 2 years post apprenticeship experience as an artisan.

OR

- Grade 12, one year practical experience as Plant Process Controller and two years' experience as a Dredge Controller, with proven computer literacy and plant process knowledge.

- Valid Code 08 driver's license.

The successful candidate will be required to work shifts.

CLOSING DATE: 30 OCTOBER 2013

ELECTRICIAN – MINEWIDE - (C2) (REF. NO. SERV/2013 - 052)

The challenge:

To maintain, build and service all electrical apparatus in designated areas in a safe and efficient manner in accordance with electrical regulations and set procedures, to achieve optimum equipment availability and process efficiency objectives.

The ideal applicant:

- Recognized Grade 10 Certificate

- Relevant Trade Diploma/ Certificate,

- N2/Level 3 Certificate

- Minimum of two years post-apprenticeship experience.

- Code 08 driver's license

- Self-motivated and willing to work within a dynamic team.

CLOSING DATE: 30 OCTOBER 2013

BOILERMAKER – SOUTHERN COASTAL MINE – (C2) (REF. NO. SCM/ 2013 - 035)

The Challenge:

To perform technical skilled boilermaking at all operations in accordance with set standards and training to achieve optimum equipment availability and process efficiency objectives. Must be able to communicate and interact well with others and be security / safety conscious,

The Ideal Applicant:

- Recognised Relevant Trade Diploma/Certificate (e.g. Boilermaker).

- Vocational level 3/N2 Certificate

- Grade 10 with English, Maths and Science

- Two years post apprenticeship experience

- Code 08 Driver's license Computer literacy
- Self-driven, disciplined, and capable of operating independently.
- Problem solving skills

CLOSING DATE: 30 OCTOBER 2013

PLANT FOREMAN - SOUTHERN COASTAL MINE - (C3) (REF NO. SCM/ 2013 - 036)

The Challenge:

To supervise and control the operational activities of the Treatment Plant and ensure production targets are achieved. Key performance areas include:

- Supervising Plant team
- Upholding and improving SHE standards on the plant
- Maximize throughput efficiently
- Adherence to DVM standards
- Plans and ensure correct preparation of plant equipment and processes
- Maintains stock levels.

The Ideal Applicant:

- Grade 12, Mathematics and science.
- Minimum of two years' experience on Metallurgical plant Process Controller level, with acting Foreman experience.
- Code 08 Driver's license
- Sound verbal and written communication skills are essential
- A thorough appreciation of Loss Control systems with SAMTRAC certification and SDP will be an advantage.

CLOSING DATE: 30 OCTOBER 2013

SNR SECURITY OFFICER C3 – SOUTHERN COASTAL MINES - (REF. NO. SCM 2013/ 036)

The Challenge:

To supervise the daily activities of security staff under his authority, so that an effective security service is provided which detects and/or prevents theft or misappropriation of diamonds and other Company property.

The ideal applicant:

- Grade 12
- Four (4) year experience in a security related environment of which three years should be as a Security Officer.
- Broad exposure to all aspects of security operations and equipment.
- Code 08/ BE drivers licence
- Microsoft Office
- SAP (MM Module)

Job specific competencies:

- Analytical ability
- Decision making
- Innovation
- Investigation

- Judgment
- Problem solving
- Listening
- Research

CLOSING DATE: 30 OCTOBER 2013

GRADING: D BAND

HUMAN RESOURCES MANAGER – HRD DU– ORANJEMUND - (REF. NO. SERV/2013 - 046)

The Challenge:

To lead a high performance HRD Section. This challenge includes:

- Developing and facilitating appropriate organisation development interventions,
- Providing expert and specialised advice in this field.
- Facilitating the development of a company-wide Skills Development Plan aimed at supporting short, medium and long term training skills requirements.
- Coordinating Affirmative Action, Performance Management, Talent Management, Training and Development, Coaching and Mentoring as well as relevant systems.

The Ideal Candidate has:

- Behavioural Sciences Degree / Diploma or equivalent recognised HR qualification – Majoring in Organisational Development/Industrial Psychology
- Five years' experience in a training and development or organizational development environment at supervisory level with exposure to human resources development strategies
- Experience in the human resources environment in terms of strategic or HR planning, organisation development, training and change management.
- Facilitation skills and the ability to communicate at a senior and executive managerial level are essential.
- Registration as a Psychometrist will be an added advantage.

CLOSING DATE: 23 OCTOBER 2013

ENVIRONMENTAL MANAGER (DU) - ORANJEMUND (REF. NO. SERV/2013 - 051)

The Challenge

To manage the implementation and maintenance of Namdeb's environmental management programmes to ensure adherence to environmental legislation and standards according to the Group's environmental management objectives; and to interpret and co-ordinate environmental programmes and research for all Namdeb operations.

The Ideal Applicant

- Must be in possession of a Degree in Environmental Management, with Honours or equivalent Post-Graduate qualification
- Eight years' experience preferably in environmental management capacity in a mining or related industry
- Facilitation skills and the ability to communicate at a senior and executive managerial level are essential
- Dynamic individual able to embrace the challenge of a mining company in a dynamic legislative environment
- Strong networking skills
- Computer literacy is a requirement as well as SAP knowledge
- Environmental Auditing course, ISO14001 training

CLOSING DATE: 30 OCTOBER 2013