

# EJ ADM - O

Namdeb's alluvial mining operations in the Sperrgebiet offer unique challenges to individuals who want to participate in the exciting future of our world-class operation. With established open-cast, coastal and dredge mining operations and a variety of new technology-driven projects, Namdeb offers developmental opportunities unmatched at most other mining operations.

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

**BASIC REQUIREMENTS:**

- ✓ Reference number of advertisement should be quoted on application;
- ✓ A comprehensive CV with supporting documentation, inclusive of a valid security clearance permit should be submitted;
- ✓ Applications from Namdeb employees must be noted by Line Managers.

**PLEASE NOTE:**

- ❖ ONLY SHORTLISTED CANDIDATES WILL BE NOTIFIED OF INTERVIEW RESULTS.
- ❖ NO LATE APPLICATIONS WILL BE ACCEPTED.

**Preference will be given to applicants from designated groups in terms of the Affirmative Action Act of 2007. Particular preference will be given to applicants who are disabled.**

**NORTHERN COASTAL**

**APPLICATIONS TO:**

HR BUSINESS PARTNER  
PO BOX 45  
LUDERITZ  
FAX NO: 063-238910  
EMAIL: [hr.recruitment@namdeb.com](mailto:hr.recruitment@namdeb.com)

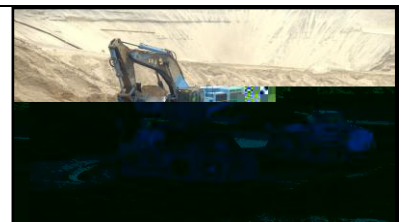


**NONE**

**SOUTHERN COASTAL, ORANGE RIVER MINES, SERVICES & MINE WIDE**

**APPLICATIONS TO:**

HR RECRUITMENT  
PO BOX 35  
ORANJEMUND  
FAX NO: 063-237202  
EMAIL: [hr.recruitment@namdeb.com](mailto:hr.recruitment@namdeb.com)



## GRADING: A BAND

### **GENERAL MINING ATTENDANT – SOUTHERN COASTAL MINE (A3) (REF. NO. SCM/2015/022)**

#### **The Challenge:**

To assist the Supervisor during Pumping and bedrock cleaning operations, as well as to perform any other duties as assigned by the Supervisor.

#### **The Ideal Applicant:**

- Recognized Grade 10 with (24 points over 7 subjects including E symbol in English)
- Previous mining experience will be an advantage
- Code 08 driver's license will be an advantage
- Good communication skills
- Problem solving skills
- Innovative and pro-active (self-starter)
- Safety awareness

**CLOSING DATE: 07 July 2015**

## GRADING: B BAND

### **MULTI-SKILLED DRIVER SILO – (METALLURGY) ORANGE RIVER MINES (BU) (REF. NO: ORM 2015/007)**

#### **The Challenge:**

To operate a range of treatment production and non-production machines/vehicles within the various plant sites safely and in accordance with standard operating procedures to achieve planned plant targets and delivery of quality services.

#### **The ideal applicant:**

- Grade 12 (20 Points over 5 subjects with an E in English)
- Valid Code 11 Driver's license with a valid Public Driving Permit (PDP)
- Assessments will be conducted (Vienna Dover Assessment)
- Up to five years' experience in driving Heavy Duty Trucks
- The incumbent will be required to drive the Silo from the Plant to Red Area Complex (RAC) in Oranjemund town
- Previous knowledge and experience in operating a Silo will be an advantage
- Excellent safety awareness and good track record

**CLOSING DATE: 07 July 2015**

## GRADING: C BAND

### **MINE FOREMAN – SOUTHERN COASTAL MINE – (CU) (REF. NO. SCM/2015/023) AMENDED**

#### **The Challenge**

To plan, direct and control the loading and hauling, bedrock cleaning and road processes within the context of the twelve month mine plan for the Plant Area concerned.

#### **The Ideal Applicant**

- Grade 12, (20 points over 5 subjects, and an E in English)
- N2 Surface Mining Certificate (added advantage)
- NIPS knowledge
- Minimum of four (4) years' experience in a Supervisory capacity
- Code 08/BE Driver's license
- Must be able to demonstrate good English language proficiency, and sound verbal and written communication skills are essential.
- MS Office Proficiency at Level 1

**CLOSING DATE: 07 JULY 2015**

**ENGINEERING FOREMAN (MECHANICAL) (CU) – ORANGE RIVER MINE – (REF. NO. ORM 2015/008)**

**The Challenge**

The position requires the incumbent to supervise and manage the Engineering function and processes within the workshop/plants under his control to ensure workshop availability and optimize costs. He/she is in addition responsible for the adherence to job safety and good housekeeping standards.

**The Ideal Applicant**

- Recognised Trade Diploma with 4 technical theoretical subjects (N3 level), or with Grade Twelve with 4 technical theoretical subjects
- A minimum of five (5) years post-apprenticeship experience in a workshop/plant environment.
- Qualifying candidates with Fitting background and Plant experience. Hydraulic experience will be an added advantage.
- Valid Code 08 Driver's license
- The applicant must be hands-on and result driven with strong technical expertise in the plant/workshop environment. SAP knowledge, PC literacy and Samtrac certification will be an advantage.
- He/she should be a self-motivated individual, have good English communication skills, together with sound interpersonal skills and be able to work as part of a committed team and on an individual basis.
- Areas of responsibility include budget and cost control, people and SHE management.
- Applicants should be prepared to do a Namdeb Technical Aptitude Test demonstrating skills suitable to the position and will be required to undergo psychometric assessments.

**GJ DB 5 07 July 2015**

**GRADING: D BAND**

**MINE SECRETARY– NAMDEB – (DL) (REF. NO. NAM/2015/011) AMENED**

**The Challenge:**

To manage and provide effective legal and administrative services to Namdeb and co-ordinate legal affairs, insurance reporting and claims, control of external and internal mail, and to perform other specific administrative and legal functions.

**The Ideal Applicant:**

- Have a CIS, B Proc, LLB or equivalent recognised qualification with the following subjects:
  - Company / Entrepreneurial Law.
  - Corporate Business Administration (CIS).
  - Commercial Law / Business Law (inclusive of Law of contracts).
  - Introduction to Law.
  - Labour Law
  - Conciliation and Arbitration
  - Interpretation of Statutes
- Computer literate in MS Office Applications
- Six years' experience in company legal, administrative or secretarial environment and exposure to short term insurance industry.

*Display the following competencies:*

- o Analysis and Decision making skills
- o Investigative mindset
- o Judgment
- o Problem solving skills
- o Networking skills
- o Teamwork
- o Communication skills
- o Facilitation & presentation
- o Working within the system
- o Emotional Intelligence
- o Negotiation Stress tolerance
- o Time management

o Maintaining confidentiality

**CLOSING DATE: 07 July 2015**