



A NAMIBIA DE BEERS PARTNERSHIP

JOBFINDER - 2015

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



NONE

SOUTHERN COASTAL, ORANGE RIVER MINES, SERVICES AND MINE WIDE

APPLICATIONS TO:

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



GRADING: A BAND

NONE

GRADING: B BAND

NONE

GRADING: C BAND

MINERALOGICAL RESOURCES TECHNICIAN (C1) – ORANJEMUND - (REF. ENG. 2015/005)

The Challenge:

To ensure that mineralogical samples are efficiently prepared, treated and analyzed and that all mineral data is accurately compiled and reported.

The ideal applicant:

- Grade 12 with (20 points over 5 subjects including an E symbol in English)
- Two years geological / mineralogical working environment or equivalent experience
- Valid Code 08 / BE driving license
- Computer literate in MS Office

Job specific competencies:

- Interpersonal impact
- Planning
- Maintaining confidentiality
- Geological terminology
- Mineral Lab Operational Procedures
- Mineral Lab Security Procedures
- MS Office applications
- Geological Sampling Tracking (LIMS)
- Safety Rules and Regulations

Psychometric assessments are a requirement

CLOSING DATE: 25 AUGUST 2015

ASSISTANT STANDARDS OFFICER (C2) – SUPPLY CHAIN - ORANJEMUND - (REF. SERV. 2015/031) AMENDED

The Challenge:

Assist the Mine Standards Officer in respect of standardization, quality control and stock cataloguing procedures.

The ideal applicant:

- Grade 10 with (24 points over 7 subjects including an E symbol in English)
- Trade Diploma/Certificate with (N2 certificate with 3 technical subjects):
- Valid Code 08 / BE driving license
- Computer literate in MS Office
- Two years, Plant or Earthmoving workshop experience
- Exposure at Engineering Foreman level will be an advantage
- SAP will be an advantage
- Knowledge of Coding Systems will be an advantage

Job specific competencies:

- Attention to detail
- Organizing skills
- Problem solving skills
- Assertiveness
- Integrity
- Business acumen
- Communication skills (Written and Verbal)
- Analytical skills
- Ability to create team synergy, manage diversity and promote a high performance culture
- Work well in a team environment and be willing to go the extra mile to meet deadlines
- Strong interpersonal skills

CLOSING DATE: 19 AUGUST 2015

ACCOUNTS TECHNICIAN – COSTING- SERVICES (CL) (REF. NO. SERV2015/033) AMENDED

The Challenge:

To provide technical knowledge and skills needed in the preparation and processing of cost allocations, budget allocations, master data and statistical information on SAP Controlling module. Coordination of the month end closure steps of the various SAP modules. Compilation of periodic statistical reports.

The ideal applicant:

- Grade 12(20 points over 5 subjects including E symbol in English)
- Degree in Accounting or equivalent qualification majoring in the following subjects:
 - * Management Accounting or,
 - * Financial Accounting
- Computer literate in MS Office, Excel skills and SAP CO and FI Modules
- Three (3) years general accounting experience in an accounting environment or in a similar position

Competencies:

- Sound knowledge of the SAP CO and FI modules
- Results orientated
- Excellent communication and interpersonal skills
- High level of speed and accuracy
- Applicants will be required to undergo assessments

CLOSING DATE: 19 AUGUST 2015

MATHEMATICS TEACHER (C3) -SECONDARY SCHOOL– OPS ORANJEMUND (REF. NO. SERV 2015/034)

Oranjemund Private School has a vacancy for an **experienced** mathematics teacher able to teach from Grade 8 – 12 to join the dynamic mathematics team in the Secondary School.

Minimum requirements for the position:

- Applicants must be in possession of a four-year Teaching Diploma or a relevant degree.
- Experience of successfully teaching Gr 8 - 12
- Experience of teaching Higher and Ordinary Levels will be an added advantage.
- Proficiency and fluency in English is essential
- Candidates will be expected to become fully involved in the extra-curricular programmes of the school
- Candidates must be computer literate (Word & Excel)

The following must be submitted with the application:

- Application letter
- Curriculum Vitae clearly stating experience of teaching grades and subjects
- Certified copies of qualifications
- At least 3 References
- State other subjects and extra-curricular activities offered
- Successful applicants must be able to start work on 11 January 2016.

CLOSING DATE: 25 August 2015

TEACHER (C3) -JUNIOR PRIMARY TEACHER – OPS ORANJEMUND (REF. NO. SERV 2015/035)

Oranjemund Private School has a vacancy for an energetic, self-motivated and pro-active Junior Primary Teacher (Grades 1 – 3).

Minimum requirements for the position:

- Applicants must be in possession of a four year Junior Primary Teaching Diploma or Degree, specializing in the methodology of Junior Primary Education in line with the New Curriculum Reform.
- Experience of successfully teaching Gr 1 - 3
- Preference will be given to teachers with at least two years' experience with this age group.
- A working knowledge of some remedial programmes like 'Motorics' is required.
- Proficiency and fluency in English is essential

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PHARMACIST - ORANJEMUND (DL) - (REF NO. NAM. 2015/038)

The Challenge:

To effectively manage the Namdeb Hospital Dispensary in compliance with the relevant laid down legal pharmacy act and professional responsibilities.

The ideal applicant:

- Recognized qualified Pharmacist in terms of the Namibian Pharmacy Act of 1993.
- Registered with the Health Professional Council of Namibia as a pharmacist
- Results driven with strong collaborative skills and the ability to make a sustainable business impact;
- Preferable post registration experience of four years, which includes hospital and retail pharmacy experience in a managerial position.
- Innovation and process improvement experience;
- Visible evidence of strategic leadership.
- Proven Stakeholder Management experience.

CLOSING DATE: 25 August 2015

GRADING: E BAND

GROUP FINANCIAL MANAGER (E-BAND) – (WINDHOEK) (REF.NO.SERV 2015/032)

The Challenge:

To provide corporate financial management services through effective administration of and reporting on financial and company secretarial matters, within the strategies and policies established by the Board of Directors for the Namdeb Group of companies, in order to make the highest contribution to achieve the objectives of the shareholders.

The Ideal Applicant:

- Holds a CA qualification;
- Ten years corporate financial management experience of which five years should be in an executive capacity in a multi-million dollar commercial, industrial or mining organisation;
- Results orientated with strong collaborative skills and the ability to make an immediate and lasting organizational impact;
- Comprehensive knowledge of and decision making skills in short and long-term financial forecasting, budgeting and cash management;
- A sound understanding of the application of taxation, foreign exchange legislation and regulations as well as International Financial Reporting Standards;
- Strong communication and negotiating skills with strategic insight;
- Proven track record of strong financial and commercial acumen (track record to be provided);
- Integrity and risk management skills as this position oversees and guides compliance with corporate governance processes;
- A strategic thinker;
- Proven entrepreneurial mind set
- Namibian citizens meeting the criteria are encouraged to apply

CLOSING DATE: 19 AUGUST 2015

TRADE BURSARIES– NAMDEB - (REF. ENG. 2015/006)

The Challenge:

The Namdeb Technical sponsorship offers meritorious Namdeb employees the opportunity to apply for a bursary in Rigging.

Requirements:

- Only Namibian citizens are eligible.
- Current Namdeb Employees only
- Accredited Grade 10 National Certificate with a minimum of 25 Points with E in English.

- Mathematics and Science subjects will be an added advantage.
- Code 08/ BE driver's license is a prerequisite, Code 11/CE will be considered an added advantage.
- Employees/applicants must have basic knowledge of rigging and 2years experience in the field.

Only successfully shortlisted candidates will be contacted.

CLOSING DATE: 25 AUGUST 2015