



A NAMIBIA DE BEERS PARTNERSHIP

JOBFINDER - 2016

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: B BAND

Multi Skilled Driver (FTC)(B2) - SOUTHERN COASTAL MINE - (REF. NO. SCM2016/002)

The Challenge:

To operate a range of machines such as the Mobile Crane, Hi-Ab Crane, Lowbed safely in line with national legislation and in accordance with standard operating procedures to achieve quality service.

The Ideal Applicant:

- Grade 10 Certificate (24 points over 7 subjects, and an E in English)
- Two years' relevant experience
- Code 11/CE Driver's license with PDP (Public Drivers Permit)
- Strong Communication skills;
- Short listed applicants will be required to undergo an Eyesight test and Vienna Dover Assessments

CLOSING DATE: 02 February 2016

MULTI-SKILLED OPERATOR (TEMP) (B2) – SOUTHERN COASTAL MINE (REF. NO: SCM 2016/004)

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 Certificate (24 points over 7 subjects, and an E in English)
- One year general driving experience and work experience acquired through successful completion of requisite and optional machines and vehicles
- Previous knowledge and experience in the operating of all earthmoving machines, will be an advantage
- Excellent safety awareness and good track record
- Code 08 Driver's license
- Assessments will be conducted (Vienna Dover Assessment)

CLOSING DATE: 02 FEBRUARY 2016

SORTHOUSE ASSISTANT (RECOVERY) - SOUTHERN COASTAL MINE - (B4) (REF. NO. SCM2016/001)

The Challenge:

To ensure the efficient and effective defalsification of all diamond concentrates delivered to the Diamond Preparation Room (DPR), and to clean, weigh, grade, count daily production of diamonds and accurately record all diamonds recovered from concentrates, and to perform duties required for the final preparation of diamonds for export.

The Ideal Applicant:

- Grade 12 Certificate (20 points over 5 subjects, and an E in English)
- Three years' experience as a Diamond sorter
- Ability to perform and complete tasks under pressure
- Ability to work with figures
- Computer literacy will include: MS Office (Excel; PowerPoint; Word)

CLOSING DATE: 26 January 2016

GRADING: C BAND

TEACHER (C3) -JUNIOR PRIMARY TEACHER – OPS ORANJEMUND (REF. NO. SERV 2016/001)

Oranjemund Private School has a vacancy for an energetic, self-motivated and pro-active Junior Primary Teacher (Grades 0 – 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 0 - 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
- 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
- **Assumption of duty: 24 May**

CLOSING DATE: 26 January 2016

MINE FOREMAN – SOUTHERN COASTAL MINE – (CU) (REF. NO. SCM/2016/002)

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)
- 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: 26 January 2016

THEATRE UNIT MANAGER (CU) –NAMDEB PRIVATE HOSPITAL (REF.NO.SERV 2016/002)

The Challenge:

To co-ordinate and supervise the day –to-day activities in the Operating Room. Ensure quality control of patient care, managing routine and emergency operating procedures in accordance with the Nursing Professions Act of 1993.

The ideal applicant should have:

- Four year Degree or National Diploma in General Nursing and Midwifery
- Current registration with Namibian Nursing Council
- Diploma in Operating Room Nursing Science
- Diploma/Degree in Nursing Administration/Management will serve as an added advantage
- Certificates in BLS, ACLS and ITLS will serve as added advantage
- Three to five (3 -5) years' experience as a Senior Registered Nurse
- Five (5) years' experience in an Operating theatre
- Experience in a supervisory/management capacity added advantage
- Code 8 Drivers license

Key areas of responsibility:

- General management of the theatre unit and preparing theatre
- Perform intra and post-operative responsibilities in the theatre.
- Policy formulation, implementation and control
- Staff management and Budget control
- Organisation and planning of unit
- Maintain clinical competencies and ensure quality patient care
- Action the acquisition of stock and equipment
- Liaise with patients, doctors and staff

CLOSING DATE: 02 February 2016

ENGINEERING FOREMAN (MECHANICAL) (CU) ORANGE RIVER MINES (CU) (REF NO: ORM/2016 - 001)

The Challenge:

To supervise the function of a Trade Area within the plant/workshop under his control, with a view to manage the operations of the function at maximum plant and workshop availability and optimum cost as well as with adherence to job safety and good housekeeping standards.

The Ideal Applicant:

- A recognized relevant Trade Diploma/ Level 3 Trade Certificate and N3 Certificate.
or
- A recognized relevant Trade Diploma with a Technical Grade 12 with 4 Technical subjects.
- Five years' experience as a Maintenance Artisan, preferably with supervisory experience
- Code 08/BE Driver's license.
- Computer literate in Ms Office (Ms Word, Ms Excel)
- Analytical and Report writing skills
- All applicants will go through assessment (Mathematics and English Literacy) prior to Interview.

SENIOR COMMUNICATIONS OFFICER – ORANJEMUND – (CU) (REF NO. SERV/ 2016/003)

Challenge:

To ensure quality service delivery and promote Namdeb's corporate image through implementing and maintaining effective communications and public relations processes which include: publications and media relations, promotions, special events, visitor programmes, research activities, co-ordination of company social media image, website and intranet updates.

Key Responsibilities include:

- Preparation of company editorial matter
- Maintaining of effective working relations with communication channels and media organisations
- Research and administrative duties
- Visitor programmes, exhibitions and special events
- Co-ordination of company social media image as well as website and intranet information updates

Core Competencies include:

- Coping with pressure and setbacks
- Planning and organizing
- Analyzing
- Writing and Reporting
- Presenting and communicating information

The ideal applicant

- Degree or Diploma in Public Relations, Business Communications or a similar recognized qualification.
- Three (3) years, practical experience in a Communications, Public Relations/ Journalism or related field.
- Code 8 Drivers license
- Computer literacy skills
- Strong command of English and proven excellent oral and written communication
- Maturity and the ability to work under pressure, as well as initiative and integrity are essential

CLOSING DATE: 02 FEBRUARY 2016

GRADING: BAND 6

NONE