



A NAMIBIA DE BEERS PARTNERSHIP

JOBFINDER - 2017

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



No Vacancies

SOUTHERN COASTAL, ORANGE RIVER MINES, SERVICES AND MINE WIDE

APPLICATIONS TO:

HR RECRUITMENT

PO BOX 35

ORANJEMUND

EMAIL: hr.recruitment@namdeb.com



GRADING B BAND

CONTROL CLERK - SERVICES (BU) (REF NO. SERV/2017-006)

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:

- Applicants must have a Grade 12 certificate with Mathematics and Accounting (minimum of 20 points over 5 subjects, including English)
- Two (2) years' relevant experience in an accounts payable environment
- Code 08/ BE Driver's License
- Computer Literate in Ms Office, Advance Excel and SAP

Additional Requirements:

- PC skills
- Identify errors & solve problems
- Work accurately with figures
- Good clerical accounting skills
- Communication skills

Applicants should have knowledge of:

- 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, accuracy and Integrity
- **Only internal Namdeb employees will be considered**

CLOSING DATE: 07 FEBRUARY 2017

GRADING C BAND

ACCOUNTS TECHNICIAN – SUPPLY CHAIN - SERVICES (CL) (REF. NO. SERV/2017-007)

The Challenge:

To provide financial and cost management expertise and assurance to Supply Chain

The Ideal Applicant:

- Grade 12
- Degree in Finance and Accounting or equivalent qualification majoring in the following subjects:
 - Management and Financial Accounting
 - *Mathematics/ Statistics
 - *Taxation
- Code 08 driver's license
- Computer literate in Ms Office, Advance Excel skills, SAP CO and FI Modules
- Three years general accounting experience in Accounts Payable, of which at least 1 year should be at a supervisory level
- Work experience in Supply Chain or similar environment will be an added advantage.

Job Specific Competencies include:

- Applicant should be Results Orientated
- Display excellent Communication skills;
- Display sound knowledge of the technical and professional accounting processes
- Thorough knowledge of accounting principles

- High level of speed and accuracy
- Integrity
- Applicants will be required to undergo assessments

CLOSING DATE: 07 FEBRUARY 2017

TEACHER - PRE-PRIMARY SCHOOL– OPS ORANJEMUND (CU) (REF. NO. SERV/2017-005)

Oranjemund Private School has a vacancy for an energetic, self-motivated, pro-active Pre-Primary Teacher. To educate the whole child attending to intellectual, social, emotional, physical and language development, by providing learning situations and stimulating learning within classrooms and assigned areas.

Minimum requirements for the position:

- Applicants must be in possession of a four-year Pre-Primary Teaching Diploma or a relevant degree, specializing in the methodology of Pre-Primary Education.
- Preference will be given to teachers with at least two years' experience with this age group.
- A working knowledge of School Readiness programmes, '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
- Successful applicants must be able to start work on 29 May 2017 (Inductions 22 May 2017)

CLOSING DATE: 07 FEBRUARY 2017