



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



GRADING B BAND

ELECTRICAL ASSISTANT C (B3) – NCM (REF.NO: NCM/2017-002)

The Challenge:

Responsible for assisting the Artisan by performing semi-skilled tasks within the Electrical trade. May inspect plant or production area and report faults to the Artisan to assist in scheduling maintenance or repairs as required to minimize loss of production.

The Ideal Applicant:

- Recognized Grade 10 with (24 points over 7 subjects including an E symbol in English)
- N1 certificate or equivalent trade related subjects
- Vocational Training Phase 3 certificate or equivalent 18 months practical experience at Electrical Assistant B level.
- Code 08 driver's license
- Applicants should be prepared to do Namdeb Technical Aptitude Test demonstrating a skill suitable to the position.

CLOSING DATE: 02 MARCH 2017

ASSISTANT SECURITY OFFICER (B4) – NCM (REF. NO. NCM/2017-005)**The Challenge:**

The Risk department, Northern Areas, seeks to employ suitable qualified Namibian citizens to fill the vacancy of Assistant Security Officer within the Access Control section. The successful candidate will be required to assist at all security operations to prevent incidents of theft of Company property as per laid down Security practices, procedures and regulations. Duties will include the control and monitoring of the movement and actions of people at the various mining and sampling plants, access control, patrols and escorts.

The Ideal Applicant:

- Grade 12 certificate (20 points over 5 subjects including a E symbol in English)
- Valid Code 08 driver's license
- Experience in the fields of crime prevention and detection will be and added advantage
- The successful candidates will be required to work shifts. Computer literate in MS Office
- Good communication and interpersonal relations skills are required
- Basic working knowledge of security procedures and regulations

CLOSING DATE: 07 MARCH 2017

GRADING C BAND**PROCESS CONTROLLER (C1) – NCM (REF. NO. NCM/2017-006)****The Challenge:**

To monitor and assess production information relayed to the Plant Central Control Room from the various plant sections and to co-ordinate and control the plant operations, operating staff and plant equipment to achieve optimal plant throughout efficiency.

The Ideal Applicant:

- Grade 12 (20 points over 5 subjects including a E symbol in English)
- Two years' operating experience as a qualified Operator Cat 3 (B4) and meeting the pre-requisites to act as a Process Controller, in accordance with Namdeb's Metallurgical Operator Training, Development and Career Path Programme
- Two years Treatment and Mining Metallurgical Operating experience at B4 level
- Valid code 08 driver's license
- Have successfully completed PCR and Laboratory training as well as Screen shop orientation.
- Good communication skills with experience as Acting Foreman will be treated as being an advantage.

Job Specific Competencies include:

- Relevant technical ability
- Analytic ability
- Problem solving skills
- Interpersonal skills
- Communication (written & verbal)
- Numeric skills Plant operational processes and procedures

Current Metallurgy Operators in the system with a Grade 10 certificate (24 points over 7 subjects with an E in English) Mathematics or Science, and relevant compensatory skills and experience will be taken consider.

CLOSING DATE: 07 MARCH 2017

ELECTRICIAN (C2) - NCM (REF. NO. NCM/2017-003)

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 incumbent must also maintain a zero tolerance attitude towards safety in the execution of his/her duties.

The ideal applicant:

- Recognized Grade 10 Certificate (24 points over 7 subjects, and an E in English) with maths and science
- Trade Diploma (Pre 1993) with N2 Certificate or Level 4 Trade Diploma with 4 theoretical subjects at Level3 or Level 3 Trade Certificate with 4 theoretical subjects at Level 3
- Two years post apprenticeship experience as an Artisan
- Valid Code 08 Driver's license
- Basic computer literacy in Ms Office
- Problem-Solving / Diagnostic Skills
- Ability to interpret technical drawings and schematics

CLOSING DATE: 02 MARCH 2017

CONTROL & INSTRUMENTATION MECHANICIAN (C2) – NCM (REF. NO. NCM/2017-004)

The Challenge:

Responsible for the installation, calibration, repair and maintenance of control gear/instruments. Installs, repairs, maintains and adjusts indicating, recording, telemetering and controlling instruments and test equipment, used to control and measure variables such as pressure, flow, temperature, motion, force and chemical composition.

The ideal applicant:

- Relevant MIETTB or equivalent Trade Certificate and N3 (or NQF equivalent) with Electronics and Instrumentation
- Code 08 Driver's license
- Two years practical experience in the mining industry, preferably with a sound knowledge of instruments, PLC and SCADA systems

Job specific competencies include:

- Analytical ability
- Decision making Skills
- Innovation
- Judgement
- Problem solving
- Investigative mind set
- Time management
- Sensory vigilance / awareness
- Organising skills

CLOSING DATE: 02 MARCH 2017

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

FITTER ASSISTANT B (BL) - NAMDEB (REF. NO. NAM/2017-003)

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 (24 points over 7 subjects, and an E in English)
- Vocational training N1 certificate or Level 1 with the following subjects: Mathematics, Science and English
- Valid Code 08 driver's License (Code 11 Driver's License will be an added advantage)
- Three years' experience in a Fitter environment or previous experience as an Artisan Helper
- Knowledge of overhead cranes, compressors, pneumatic tools and air receivers
- Technical knowledge in trade field
- The ability to solve problems effectively and efficiently
- Good communication skills and a proven track record of safety awareness

CLOSING DATE: 07 MARCH 2017

BOILERMAKER ASSISTANT C (B3) - NAMDEB (REF. NO. NAM/2017-004)

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 (24 points, and an E in English)
- 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: 07 MARCH 2017

MULTI-SKILLED DRIVER (B3) – ENGINEERING (W36) (REF. NO. ENG/2017-005)

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 (24 points, and an E in English)
- Valid Code 11 Driver's license
- PDP (Public Drivers Permit)
- Two years previous relevant experience
- Strong Communication skills;
- Short listed applicants will be required to undergo an Eyesight test and Vienna Dover Assessments

CLOSING DATE: 07 MARCH 2017

ENGINEERING PLANNING CLERK D (BU) – SCM - 3 PLANT (REF. NO. SCM/2017-003)

The Challenge:

To oversee the duties of planning clerks/planning associated positions (A&BL) in the clerical function of the planned maintenance system and ensures that adequate standards are maintained.

The Ideal Applicant:

- Grade 12 (20 points over 5 subjects, and an E in English)
- Code 08 Drivers license
- Two years' Planning Clerk experience at a B3 Level with acceptable performance and competencies
- Computer literacy will include: Ms Office (Excel; PowerPoint; Word)
- Knowledge of Namdeb Business System (SAPR/3)
- Administration skills
- Planning, organising and prioritizing skills
- Strong Communication skills
- Liaison and interpersonal relationships skills at all levels
- Applicants should be available for assessments as required

GRADING C BAND

FITTER (C2) - NAMDEB (REF. NO. NAM/2017-005)

The Challenge:

To perform skilled technical hydraulic fitting trade tasks at the Plants and Workshops respectively, in accordance with set standards, to achieve optimum availability and process efficiency objectives. The incumbent must also maintain a zero tolerance attitude towards safety in the execution of his/her duties.

The ideal applicant:

- Recognized Grade 10 Certificate (24 points over 7 subjects, and an E in English) with Maths and Science
- Trade Diploma (Pre 1993) with N2 Certificate or
 - *Level 4 Trade Diploma with 4 theoretical subjects at Level3 or
 - *Level 3 Trade Certificate with 4 theoretical subjects at Level 3
- Two years post apprenticeship experience as an Artisan
- Valid Code 08 Driver's license
- Basic computer literacy in Ms Office
- Problem-Solving / Diagnostic Skills

CLOSING DATE: 07 MARCH 2017

BOILERMAKER (C2) - SCM - (REF. NO. SCM/2017-004)

The Challenge:

To fabricate, maintain, install and prepare steel plate and pipe installations and structures in plants and buildings. Inspect and repair boiler fittings such as safety valves, regulators, automatic control mechanisms and water columns and auxiliary machines such as pumps, draft fans, stokers and burners. Replace damaged boiler tubes and plates. Repair or replace high-pressure piping. Execute all tasks in accordance with standing operating procedures to achieve optimum equipment availability and process efficiency.

The Ideal Applicant:

- Recognized Grade 10 Certificate (24 points over 7 subjects, and an E in English) with Maths and Science
- Trade Diploma (Pre 1993) with N2 Certificate or
- Level 4 Trade Diploma with 4 theoretical subjects at Level3 or
- Level 3 Trade Certificate with 4 theoretical subjects at Level 3
- Theory is a compulsory subject (e.g. Boilermaker)
- Two years post apprenticeship experience
- Valid Code 08 Driver's license
- Computer literacy
- Self-driven, disciplined and capable of operating independently
- Problem solving skills

CLOSING DATE: 07 MARCH 2017

RECRUITMENT OFFICER – HR SERVICES (C2) (REF. NO. SERV/2017-013)

The Challenge:

To provide a professional recruitment service to the business, with the aim of improving recruitment timelines in the most cost effective and consistent manner to maximise staffing levels.

The Ideal Applicant:

- Grade 12 (20 points over 5 subjects, and an E in English)
- Relevant Human Resources Diploma or Degree (NQF 7)
- Code 08 Driver's License
- Computer Literate in MS Office (Ms Word, Excel, Ms PowerPoint)
- Three years HR related experience, preferably in Recruitment.
- Knowledge and application of HR Policies, Procedures, Processes, Systems and Namibian Legislation
- Leadership skills

- Client focus - ability to guide and advise employees at all levels
- Assertive and strong level of persuasion
- Ability to interpret organisational climate and application of policies and procedures to a given situation.
- Analytical and Report writing skills.
- Knowledge of Paterson Job Evaluation system and job Description writing will be an added advantage

CLOSING DATE: 07 MARCH 2017

ENGINEERING FOREMAN (MECHANICAL) (CU) – SCM – (REF. NO. ENG/2017-006)

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.

CLOSING DATE: 07 MARCH 2017