

**A BRIGHTER  
OPPORTUNITY  
FOR YOUR  
TOMORROW**

# JOB FINDER



Namdeb's alluvial mining operations offer unique challenges to professionals who wish to be part of an exciting future of a world-class operation. With established open-cast, coastal and dredge mining operations as well as a variety of new technology-driven projects, Namdeb offers developmental opportunities unmatched at most other mining operations. We are thus challenging individuals who can think outside the box to join our dynamic team in contributing towards the development and implementation of new generation mining technology to 2050 and beyond.

---

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

---

### **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 SHOULD BE FORWARDED TO:**

HR BUSINESS PARTNER  
PO Box 45, Luderitz  
Fax: +264 63 238910  
E-mail: [hr.recruitment@namdeb.com](mailto:hr.recruitment@namdeb.com)

### **ALL APPLICATIONS SHOULD BE FORWARDED TO:**

HR RECRUITMENT  
PO Box 35, Oranjemund  
E-mail: [hr.recruitment@namdeb.com](mailto:hr.recruitment@namdeb.com)

[www.namdeb.com.na](http://www.namdeb.com.na)



A NAMIBIA DE BEERS PARTNERSHIP

A BRIGHTER  
OPPORTUNITY  
FOR YOUR  
TOMORROW

# JOB FINDER



## **GRADING B BAND**

### **HELPDESK (SUPPLY CHAIN) (BU) – (REF. NO. SERV/2017-015)**

#### **The Challenge:**

To serve as a one stop service to all internal and external customers in order to ensure effective and efficient client services to customers.

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

- Grade 12 Certificate (20 points over 5 subjects, and an E in English)
- Code 08/BE driver's license
- Computer literate in MS Office
- SAP (MM module) will be an added advantage
- Two years' experience in a general office environment with customer services
- Exposure within a Supply Chain environment will be an advantage

#### **Job Specific competencies include:**

- Excellent computer literacy skills
- Exceptional level of accuracy
- Numerical skills
- Excellent communication and interpersonal skills
- Linguistic strong in English
- Client services orientated
- Initiates continuous improvement
- Excellent knowledge of Company's policies, procedures and operational guidelines
- Applicants will be required to undergo relevant assessments

**CLOSING DATE: 28 MARCH 2017**

A BRIGHTER  
OPPORTUNITY  
FOR YOUR  
TOMORROW

# JOB FINDER



**BUYER ASSISTANT (BU) – SUPPLY CHAIN - (REF. NO. SERV/2017-014)**

**The Challenge**

To promote the most effective use of Company funds in the acquisition of assigned commodities.

**The ideal applicant**

- Grade Twelve (20 points over 5 subjects and E symbol in English)
- Supply Chain related Certificate will be an added advantage
- Minimum of two years' experience in Supply Chain will be an advantage
- MS Office, MS Excel and SAP experience will be an added advantage
- Code 08 Drivers License

**CLOSING DATE: 20 MARCH 2017**

**MANAGEMENT SECRETARY (B4) - NAMDEB HEAD OFFICE (WINDHOEK) – (REF NO. SERV-HO/2017-001)**

**The Challenge:**

To assist the Company Secretary, Manager: Risk, Compliance & Reporting and the Head of Financial Control by providing effective secretarial and administrative support to deal with and resolve enquiries, co-ordinate meetings and appointments and to prepare correspondence and information.

**The Ideal Applicant:**

- Grade 12
- Recognised tertiary qualification with secretarial/business administration or equivalent combination of education
- Four years secretarial experience in a corporate environment or two years senior secretarial experience

**Job Specific Competencies include:**

- Knowledge of modern business/PR communications techniques
- Board Meeting arrangements, documents, etc.
- Protocols of the office of a senior executive
- Computer applications - MS Office applications software.
- Knowledge of Namdeb/De Beers
- Work effectively under pressure

**CLOSING DATE: 20 MARCH 2017**

