

**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

ALL APPLICATIONS SHOULD BE FORWARDED TO:

HR RECRUITMENT
PO Box 35, Oranjemund
E-mail: hr.recruitment@namdeb.com

www.namdeb.com

 **NAMDEB**

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MULTI-SKILLED DRIVER – ENGINEERING - TEMPORARY EMPLOYMENT

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: 04 APRIL 2017

GRADING B BAND

LOGISTICS DRIVER 2 (B2) – SUPPLY CHAIN - (REF. NO. SERV/2017-017)

The Challenge:

To transport heavy/bulky goods and cages from the Mine Store to various outlets, the Freight Yard, and the satellite mines and to load and offload goods.

The Ideal Applicant:

- Grade 12 (compensatory experience may apply for Namdeb employees)
- Code 10/C1/C1E
- Code 11/C/CE (for Goods) Driver's Licence
- Forklift Driver's Permit
- One year heavy duty driving experience

Job Specific competencies include:

- Communication skills (written & verbal)
- Listening skills
- Attention to detail
- Planning
- Teamwork
- Knowledge of vehicle loading
- Basic rigging procedures
- Ability to lift heavy objects

CLOSING DATE: 11 APRIL 2017

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GRADING C BAND

INVENTORY CONTROLLER (CU) - SUPPLY CHAIN - (REF. NO. SERV/2017-016)

The Challenge:

To co-ordinate and manage all aspects of inventory control and maintaining of inventory levels in a manner that will enable the effective replenishment and ordering of stock.

The Ideal Applicant:

- Grade 12 (20 points over 5 subjects with an E in English)
- National Diploma in Supply Chain Management or related field
- 4 Years' Experience at Supervisory level in Materials / Supply Chain Management
- MS Office (Ms Word, Excel, PowerPoint ect.)
- SAP knowledge

Competencies:

- Attention to detail
- Organizing skills
- Problem solving skills
- Assertiveness
- Integrity
- Innovation
- Communication skills (Written and Verbal)
- Analytic skills
- Ability to create team synergy
- Strong interpersonal skills

CLOSING DATE: 05 APRIL 2017

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GRADING C BAND

ACCOUNTS TECHNICIAN (SERVICES) – NAMDEB HEAD OFFICE - (CL) - (REF. NO. SERV-HO/2017-002)

The Challenge:

To provide technical knowledge and skills needed in the preparation and processing of accounts payable & receivables, including management of Vendor payments & customer receipts, and supervision of staff.

The Ideal Applicant:

- Grade 12
- Degree in Finance and Accounting or equivalent qualification majoring in the following subjects:
 - *Management and Financial Accounting
 - *Mathematics
 - *Taxation
- Code 08 driver's license
- Computer literate in Ms Office, Excel skills,
- SAP is an added advantage
- Three years general accounting experience in an accounts payable & receivables or similar environment of which at least 1 year should be at a supervisory level.

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

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ENGINEERING FOREMAN (CU) – NORTHERN COASTAL MINES - (REF. NO. NCM/2017-007)

The Challenge:

To co-ordinate the activities of the contractor service operations (Light vehicles, mobile equipment and building maintenance) in order to achieve service level performance agreements, in accordance with company and departmental strategic goals. The successful candidate will also be responsible for the Transport section.

The Ideal Candidate:

- Grade 10/ Standard 08 (27 points over 7 subjects and E symbol in English)
- Recognised relevant Trade Diploma/ Level 3 Trade Certificate and N3 Certificate
- Code 08/ BE drivers licence
- Computer literate in Ms Office with Excel experience and SAP
- Four years post apprenticeship employment as an artisan in any relevant engineering discipline i.e. Fitting and Turning, Building, Electrical, C&I, Diesel Mechanic, Boilermaking.

Job Specific Competencies (required):

- Strong Negotiation skills
- Strong Business acumen
- Results orientated with strong collaborative skills and the ability to make an immediate and lasting organizational impact
- Develop and execute continuous improvement strategies that yield measurable business results
- Driving best-practice cultural change

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SECURITY SUPERINTENDENT - NORTHERN COASTAL MINE - (REF. NO. NCM/2017-008)

The Challenge:

To manage the Northern Areas Security Department in order to detect and/or prevent any activity which may have an adverse effect on the Company's interests, and to ensure that operations are carried out efficiently and within the parameters of the law.

The Ideal Candidate:

- Successful applicant must have a three (3) year Security Management Diploma with a minimum of six (6) years' experience at Senior Security Officer level.
- Applicants who have not completed their diplomas but have progressed significantly towards this goal will be considered.
- Preference will be given to internal candidates who have a BT 0 1 331.25 421.34 90 0 1 86 Tm6m1.34 90.86 T

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CHIEF EXECUTIVE OFFICER – NAMDEB - (REF. NO. SERV-HO/2017-003)

The Challenge:

Namdeb Diamond Corporation is a wholly-owned subsidiary of Namdeb Holdings which is jointly owned by the Government of the Republic of Namibia and the De Beers Group of Companies, focusing on both land and marine diamond mining. This mature business is in transition as it shapes its identity and culture, and repositions itself for a sustainable long term future.

The purpose of the role is to strategically position, lead and deliver on the transformation of the business to a future organization that is profitable, sustainable, competitive and fit for purpose, whilst successfully navigating a complex stakeholder environment.

The work of the CEO is to manage the total Namdeb Diamond Corporation business environment, including its internal and external interfaces, focusing on strategic transformation and whole system integration to enable the desired future state of the organization. This includes changing or optimizing the nature of relationships within and between systems in the business, and leveraging the opportunities and risks associated with technology, the environment, stakeholders (including employees, regulators, unions and business partners), and changes in society.

The ideal applicant must have:

- A tertiary degree in a relevant field (e.g. mining, engineering, metallurgy, geology, business, economics or law)
- A minimum of ten years' experience at an executive level
- Mining industry experience would be an added advantage
- A demonstrated track record at executive decision-making level with a profit and loss accountability of similar size
- A track record of successfully transforming a business entity
- Preference will be given to Namibian citizens

The incumbent knowledge and skills:

- Executive leadership exposure in a comparable capacity in a mining or other similar operation
- Demonstrable commercial understanding
- Demonstrable interpersonal skills and experience in stakeholder management
- Ability to deal with cognitive complexity
- Strong people leadership capability
- Strong ability to lead broad-based change and transformation

Forward your curriculum vitae with relevant supporting documents to:

Yvonne Le Roux
Email: yvonne@eliteemployment.com.na
For telephonic enquiries: +264 61 234151



CLOSING DATE: 10 APRIL 2017

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