

**A BRIGHTER
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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

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GRADING B BAND

FILING CLERK - (B1) - NAMDEB PRIVATE HOSPITAL (REF.NO. SERV/2017-018)

The Challenge

To have patients' files readily available when required, and keep them up to date at all times.

The Ideal Applicant

- Grade 10 (with 24 points, over 7 subjects and E symbol in English)
- 2 Weeks Basic training on hospital system
- Basic computer skills
- Six months filing experience
- Tri-lingual will be an added advantage
- Good communication skills
- Problem solving skills
- Innovative and pro-active (self-starter)

CLOSING DATE: 25 APRIL 2017

LIGHT DUTY DRIVER - MEDICAL (B2) (REF. NO. SERV/2017-019)

The Challenge

Applications are invited from suitably qualified applicants to fill the vacancy of Ambulance Driver /General Assistant at the Namdeb Hospital. The successful candidate will be performing driving and general hospital assistant duties on a shift basis.

The Ideal Applicant

- Grade 12 (20 points over 5 subjects including an E symbol in English)
- Valid Code 10 (C1) Driver's License with a valid PDP, while Code 11 (CE) will be an added advantage
- A minimum of two (2) years' experience in long distance and general driving of light and medium duty vehicle.
- Should comply with the age restriction of the Road Traffic & Transport Regulations.
- Communication skills: verbal / written / feedback, and a minimum of functional numeracy.

CLOSING DATE: 25 APRIL 2017

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SENIOR ORDERLY – MEDICAL (BL) (REF. NO. SERV/2017-020)

The Challenge

To assist with the maintenance of hygienic standards of the Hospital by co-ordinating the daily cleaning activities for the Hospital premises and equipment and to perform various semi-skilled tasks in the Hospital environment.

The Ideal applicant

- Grade 12 / Standard 10
- Valid Code 10 driving license
- Two years' experience as an Orderly

CLOSING DATE: 25 APRIL 2017

CONTROL CLERK (BU) HOSPITAL (REF NO. SERV/2017-021)

The Challenge

To provide a hospital costing services and administers the ordering system for the hospital. Maintain stock levels of the hospital stationery, make appointments for visiting specialists and deal with hospital related queries immediately.

The ideal applicant

- Grade 12 certificate with Mathematics and Accounting (20 points over 5 subjects, including English with an E-symbol)
- Successful applicants must have a minimum of two years' experience in bookkeeping and general office administration.
- Understanding of Hospital administrative procedures.
- Code 08/ BE Driver's License

Additional Requirements

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

CLOSING DATE: 25 APRIL 2017

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GRADING C BAND

PHYSIOTHERAPIST (CU) - (REF NO. SERV/2017-022)

The Challenge

Namdeb Private Hospital has a physiotherapy service delivery to Namdeb and the Community. The Successful candidate will be responsible to diagnose, treat and rehabilitate patients using physiotherapeutic techniques, and to educate patients and relatives on conditions of patients and rehabilitations programmes.

The Ideal applicant

Degree or Diploma in Physiotherapy
Registered with the Allied Health Profession Council of Namibia
Three (3) years' post graduate experience
Computer literate in Ms Office (Ms Word, Ms Excel)
Analytical and Report writing skills

CLOSING DATE: 25 APRIL 2017

SENIOR PLANNING OFFICER – MRM (CU) (REF. NO. MRM/2017-001)

The Challenge

To assist the company with short-, medium- and long term mine plans, production reconciliations, forecasts, projects and off-mine reporting.

The Ideal Applicant

- Grade 12 certificate
- Computer literate in MS Office and MineSight
- At least 5 Years' working experience in the mining fraternity at Namdeb
- Code 08 driver's license

Job Specific competencies include

- Excellent computer literacy skills, including 3D planning
- A sound understanding of mine planning and link to operational processes
- Proven competency track record.
- Exceptional level of accuracy and numeracy skills
- Self-driven to excel and adhere to deadlines
- Ability to work effectively under pressure
- Strong communication skills and the ability to interact with internal and external clients.
- Must be a good team member

CLOSING DATE: 13 APRIL 2017



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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: 21 APRIL 2017

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GRADING BAND 6

SECTION GEOLOGIST - PRODUCTION (BAND 6) (REF. NO. MRM/2017-002)

The Challenge

To effectively manage all geological functions within the mining area, to ensure an effective geological service to meet the Mine Planning, Mining, Treatment and Diamond Production objectives and targets of Namdeb. Duties will involve managing the Mineral Resource on monthly basis and being responsible for analysing the resource performance as required. The successful applicants must have a sound understanding of the business and will be assigned roles and responsibilities according to the organization's needs and in line with their qualifications and experience. The successful applicant will form part of a mine's management team.

The Ideal Applicant

- B.Sc. Geology (Hons) in Geology.
- At least Eight (8) years' industry experience in the field of diamond prospecting and operations with particular emphasis in fluvial sedimentology, aeolian and marine placers.
- A sound understanding of Placer Geology, including exposure to production and exploration.
- Proven competency track record.
- A working knowledge of Mine Business Strategies.
- GIS, geological modelling and mineral resource estimation would be an advantage.
- Knowledge of Mining & Labour legislation.
- Strong communication skills and the ability to interact with external consultants, contractors and internal clients.
- Excellent organizational skills and ability to function well in a multi-disciplinary team will be essential.

CLOSING DATE: 13 APRIL 2017

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COMMUNICATIONS SPECIALIST (BAND 6) - (REF. NO. SERV/2017-023)

The Challenge

To assist the Corporate Affairs Manager in implementing and maintaining effective communications and, public relations processes which include: media relations, corporate website and intranet, promotions, special events, visitor programmes and research activities to maintain a positive corporate image.

The ideal applicant

- Degree in Public Relations, Marketing or Journalism qualification
- Five years Practical experience in Communications, Public Relations/Marketing or Journalism environment.
- MS Packages and Web design/In design

Job/Technical Competencies

- Inter-personal relations/versatility and communication skills at all levels.
- Attention to detail
- Communication skills: verbal & written
- Administrative and organising skills
- Proficient in MS Office word processing and graphic applications
- Handling situations with diplomacy
- Research skills and Events Management
- Innovation and creativity

CLOSING DATE: 25 APRIL 2017

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NURSING SERVICES MANAGER (BAND 6) - (REF. NO. SERV/2017-024)

The Challenge

To manage all aspects of primary and secondary Nursing care and associated services of the Namdeb Medical department in order to provide comprehensive hospital and clinic services, in accordance with prescribed standards and controls.

The ideal applicant

- Degree or Diploma in General Nursing and Midwifery plus a Degree/Diploma in Nursing Administration.
- Registration with the Namibian Nursing Board and membership of the Nursing Association of Namibia.
- Five years as general nursing and midwifery experience, five years as A senior registered nurse and three years as a Assistant/Theatre Nursing Services Manager.

Job/Technical Competencies

- Sound management and communication skills.
- Administration and people development skills.
- Broad based knowledge of nursing practices, total quality nursing care, standards and relevant legislation.

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SOCIAL PERFORMANCE SPECIALIST (BAND 6) - (REF. NO. SERV/2017-010) – RE-ADVERTISED

The Challenge

To provide specialized advice and support in order to embed an effective social performance management system for Namdeb. The key components of the management system are: social risk and impact management; the development of strategy and management plans; socio-economic development; social commitments and incidents management; community health and safety; contractor management in terms of social impact/opportunity; and cultural heritage.

To engage Namdeb's local stakeholders, including through the implementation of the socio-economic assessment toolbox (SEAT) and to ensure effective monitoring and reporting on all social performance activities.

The Ideal Applicant

- Degree in Social Science or other relevant field
- At least five years' experience in engaging stakeholders on behalf of a mining company or similar entity
- Proven experience in systems management
- Thorough knowledge and application of MS Office Suite Packages
- Code 08 Driver's Licence

Job /Technical Competencies

- Engagement and Interpersonal Skills
- Team Management
- Project Management
- Result Oriented
- Planning and Organizing Skills
- Budgeting and cash management
- People Management Skills
- High level of Integrity
- Good Written and Communication Skills
- Administrative Skills
- Self-starter with ability to work independently
- Conflict Management Skills

CLOSING DATE: 25 APRIL 2017

