

A BRIGHTER
OPPORTUNITY
FOR YOUR
TOMORROW

VACANCIES

Namdeb's alluvial mining operations offer unique challenges for professionals who wish to be part of an 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.

Applications are invited for the following position :

ASSISTANT MINE SECRETARY - (C3)

Closing Date: 06 March 2023

The Challenge:

The Assistant Mine Secretary is responsible to perform specific administrative and mine secretarial functions as required within the Legal department supporting the Mine Secretary. The successful candidate should have working knowledge of various acts and regulations and knowledge of contract/commercial law.

Minimum Requirements for the Position:

- Relevant Legal Degree (B JURIS; LLB; B COM Law).
- Being Admitted as a legal practitioner will be an added advantage.
- Code 08 driver's license.
- Three to Five (3-5) years post graduate experience in insurance/secretarial/debt collection and/or general office administration.
- Proficiency in MS Office Suite.

Competencies:

- Excellent knowledge of Legal principles and ability to work independently.
- Display excellent communication skills verbal and written.
- Good judgement and decision-making skills.
- Ability to interpret policies, legal and regulatory frameworks.
- Strong administrative, planning, and organizing skills.
- Strong networking skills and ability to establish interpersonal relationships.
- Attention to detail and efficient time management skills.
- Working with a high level of integrity and maintain confidentiality.

Comprehensive packages are negotiable and preference will be given to applicants from designated groups in terms of the Namibian Affirmative Action Act. Interested candidates should forward curriculum vitae with supporting documents to hr.recruitment@namdeb.com