



VACANCY ADVERTISEMENT

Diamond Handling Services: Clerical Sorting Trainee

NDTC (Pty) Ltd, a Diamond Sorting, Valuation, Sales & Beneficiation company, has a vacancy for Namibian citizens or permanent residence holders, for this position. Suitably qualified applicants are invited to forward their applications for the position of Clerical Sorting Trainee, which is in the Diamond Handling Services Department reporting to the Process Manager: Diamond Handling Services.

MAIN PURPOSE OF THE JOB AND KEY OUTPUTS:

- To ensure the accurate and on-time progress of goods through all Diamond Handling processes, as per the departmental plan.
- Processing of goods from import to export with the efficient use of systems, resources and information to ensure tasks are managed in the most effective way.
- After a twelve (12) month intensive training program and six (6) month probation period, the jobholder will be expected to rise to the level of Supervised Diamond Handler.

TECHNICAL REQUIREMENTS FOLLOWING THE SUCCESSFUL COMPLETION OF THE TRAINEE PROGRAMME:

- Import and check - weigh of shipments as per NDTC Diamond pipeline.
- Issue and Recon.
- Check-weigh and Make-up (All sizes).
- Perform D-Cuts using the Rifflers.
- Sizing and Make-up of goods using the SADE Machines.
- Perform Pre - Neg, Negotiations and Post - Neg tasks on all sizes.
- Perform Splitting, Rolling and Merging tasks (Manual and SADE Splits).
- Under supervision, exposed to cleaning of diamonds in the Acid Lab according to Standard Operating Procedures.
- All tasks are performed with adherence to Standard Operation Procedures and Safety and Security Procedures.

THE PROSPECTIVE APPLICANT SHOULD COMPLY WITH THE FOLLOWING CRITERIA:

Education

- A pass in Grade 12 with a minimum of a C symbol for English. IGCSE/Ordinary Level.
- Numerate literate and familiar with the Microsoft Office skills.

Previously disadvantaged and persons living with disabilities are encouraged to apply.

COMPETENCIES & OTHER REQUIREMENTS:

- Proactive, with very good time management skills.
- Able to concentrate for extended periods with the ability to focus and pay attention to detail.
- Must be able to work under pressure to rigid deadlines.
- Good interpersonal skills with the ability to communicate effectively with internal and external stakeholders.
- Be flexible and adaptive to changing production demands.

- Able to work effectively with others in own team and with all stakeholders to achieve business objectives.
- Always displays honesty and trustworthiness.
- Good eyesight / physical strength and health.
- Required to work in a confined environment.

RELEVANT EXPERIENCE:

- Experience of working in an office environment is an added advantage.
- Experience of working in a production environment is an added advantage.
- Knowledge of the De Beers/NDTC pipeline and the relationship between various departments are an added advantage.

Kindly forward your application to:

The Learning & Development Coordinator

Email: ndtc_recruitment@ndtc.com.na

PO Box 23316, Windhoek

Tel: (061) 204 3222

Fax: (061) 204 3262

CLOSING DATE FOR APPLICATIONS: FRIDAY, 25 JUNE 2021.

Preference will be given to Namibia citizens and designated persons as prescribed by the Namibian Affirmative Action Act.

Only shortlisted candidates will be contacted for an interview and shall be subjected to further Assessments i.e. general medical, competence, integrity tests and a security clearance.