



NDTC (Pty) Ltd, a diamond sorting, valuation, sales & marketing company, has a vacancy for Namibian citizens or permanent residence holders, for the position of:

DIAMOND HANDLING: CLERICAL SORTING TRAINEE

Suitably qualified applicants are invited to forward their applications for the position of Clerical Sorting Trainee, which is in the Diamond Handling Services Department, and reports to the Diamond Handling Manager.

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 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 Riffles
- 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 and Mathematics
- 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
- Decisive and able to validate own reasoning
- Excellent eye-sight – have 20/20 vision
- Good hand-eye coordination
- Be routine orientated
- Exceptional observational, analytical, problem solving and planning abilities.
- Computer literate with a knowledge of Microsoft Office Programmes
- Maintains high ethical standards both personally and professionally
- A clean criminal record
- Ability to operate in a strictly controlled security environment.
- Adheres to and promotes Company policies and procedures relating to health, safety and environmental matters
- 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.

SEND YOUR DOCUMENTS TO:

Prospective applicants are invited to forward letters of application, together with detailed curriculum vitae and supporting documents.

SUBMIT THE APPLICATION WITH SUITABLY CERTIFIED DOCUMENTATION TO:

Email: recruitment@seventy7consulting.com
PO Box 23316, Windhoek
Contact no.: 081 442 3206
Contact person: Karolina Namawe

CLOSING DATE FOR APPLICATIONS: 30 OCTOBER 2022

Preference will be given to Namibian 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.