



NDTC
A NAMIBIA DE BEERS PARTNERSHIP
BRILLIANCE



VACANCY NOTICE

Namibia Diamond Trading Company (Pty) Limited is an Equal Opportunity Employer.

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

TRAINEE DIAMOND SORTER

THE PROSPECTIVE APPLICANTS SHOULD COMPLY WITH THE FOLLOWING CRITERIA:

- A Grade 12 certificate or equivalent
- A pass in Mathematics and English with a minimum C-symbol, or Commerce related subjects
- Extremely focused and has attention to detail
- Decisive and able to validate own reasoning
- Innovative, Proactive and enthusiastic
- Able to concentrate for long periods
- Ability to work under pressure and meet deadlines
- Maintains the quality of work delivered
- Good time management skills
- Flexible and able to deal with multiple tasks
- Excellent eye-sight – have 20/20 vision
- Good hand-eye coordination
- Good interpersonal relations skills for team effectiveness,
- Be routine orientated
- Exceptional observational, analytical, problem solving and planning abilities.

- Computer literate with a knowledge of Microsoft Office Programmes
- Always displays honesty and trustworthiness
- 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
- SAP

Intensive training in the highly skilled and specialised field of rough diamond sorting and processing will be provided over a period of 12 months, after which the successful candidates may be placed as permanent staff.

As part of the screening process, short-listed candidates will be subjected to a general medical, competence, eyesight, integrity tests and security clearance and vetting.

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.