



# VACANCY NOTICE

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

NDTC (Pty) Ltd, a Diamond Sorting, Valuation & Distribution Company, has growth opportunities for Namibian Citizens or Permanent Residence Permit holders for the following positions:

## DIAMOND RISK OFFICER

Suitably qualified applicants are invited to forward their applications for the position of Diamond Risk Officer, which is in the Diamond Risk: Physical Security Department, and reports to the Physical Security Lead.

### MAIN PURPOSE OF THE JOB AND KEY OUTPUTS:

The purpose of the role is to plan, coordinate and supervise the provision of an effective and efficient security service within the business to ensure optimal protection of company assets.

### THE MAIN RESPONSIBILITIES OF THE DIAMOND RISK OFFICER WILL BE AS FOLLOWS:

- Interacts with other departments and external stakeholders to meet Diamond Risk Management objectives.
- Writes clear, concise, and accurate reports
- As instructed by the Diamond Risk Lead, Interacts with outside Producers and Company stakeholders
- Maintains the security of products and company assets through the application of technology
- Ensures that screening of incoming and outgoing items (Food distribution/Groceries/document letters etc) is done accordingly.
- Responds to security alarms and breaches, investigates causes and takes appropriate action
- Issuing of valid Access cards and maintain access records of employees, visitors, and tenants.
- Investigates breaches of security and report findings and recommendations to Diamond Risk Lead
- Perform any routine administrative functions generated by the Unit, as may be required
- To perform basic risk identification and assessments

### THE PROSPECTIVE APPLICANTS SHOULD COMPLY WITH THE FOLLOWING CRITERIA:

- Grade 12 certificate or equivalent
- Computer Literate
- Code B Drivers License is compulsory
- Code C1 Drivers License will be an added advantage
- Ability to handle firearms is a must
- 1 – 3 years' Experience in Security or Police discipline
- Introduction to Diamond Surveillance Equipment will be an added advantage
- Training in Non-verbal communication will be an added advantage
- Sound Experience in Diamond Security will be an added advantage
- Excellent interpersonal and communication skills and the ability to get along with others in close confinement
- Proficient in both spoken and written English
- Clean criminal record
- Conscientiousness - operational requirements may dictate early starts and late endings to the working day
- Absolute trustworthiness & confidentiality
- Should be prepared to travel

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

Previously disadvantaged and People Living with Disabilities are encouraged to apply.

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:**

The Senior Manager Human Resources  
Email: [recruitment@seventy7consulting.com](mailto:recruitment@seventy7consulting.com)  
PO Box 23316, Windhoek  
Contact no.: (061) 204 3206

**CLOSING DATE FOR APPLICATIONS: 08 NOVEMBER 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.