



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

### 1 x HR GRADUATE TRAINEE

As an HR Graduate Trainee, your role will involve gaining experience of all aspects of HR, also known as human resources and personnel.

#### SOME OF THE DUTIES YOU WILL BE INVOLVED IN ARE:

- Meeting with departmental representatives to discuss HR issues
- Referring issues to senior HR staff
- Assisting departments with their recruitment needs through liaison with agencies/ advertisers
- Coordinating prospective candidates, interviewing them and administering offers
- Conducting inductions of new staff
- Participating in the collection of market salary information for the annual review
- Inputting into the monthly payroll
- Assisting with the production and implementation of HR policies and procedures
- Responding to other ad-hoc queries from other personnel in the company

#### REQUIREMENTS

- A genuine interest in developing a career in HR
- Strong verbal and written communication skills
- Strong administrative and organisational skills
- The ability to act in a confidential and sensitive manner
- An interest in working with people
- Be confident about gathering facts and making financial calculations
- The ability to work as part of a team
- The ability to work accurately, with good attention to detail

#### QUALIFICATIONS

- Graduation in Human Resource Practices

### 2 x COMMUNICATIONS GRADUATE TRAINEES

As a Communications Graduate Trainee, your role will involve gaining experience of all aspects of Communications and Public Relations at NDTC

#### SOME OF THE DUTIES YOU WILL BE INVOLVED IN ARE TO:

- Fully support company's PR strategy and execute it in different phases
- Content Development
- Managing Corporate Promotional Shop
- Communicate and build relationships with internal and external stakeholders
- Effectively utilize and update company's social media sites  
Create and distribute press releases
- Assist in administrative duties
- Build and update media lists and databases
- Schedule, coordinate and attend various events/meetings/workshops
- Perform research and market analysis activities
- Responding to other ad-hoc queries

#### REQUIREMENTS

- Strong desire to learn along with professional drive
- Excellent verbal and written communication skills
- Passion for the PR industry and its best practices
- Tech savvy with a solid understanding of the different social networks
- Efficiency with design programs such as the Adobe suits
- Strong Administrative Skills
- Excellent written and verbal communication skills.
- Excellent research abilities and a willingness to grow.

#### QUALIFICATIONS

- Degree in the relevant fields such as Journalism & Communications Technology/Public Relations or Marketing
- Previous work experience is NOT necessary, but may be advantageous.
- A valid driver's license.

**CONTRACT DURATION: 12 MONTHS FROM THE DATE OF APPOINTMENT**

### Human Resources Manager

Email: [ndtc\\_recruitment@ndtc.com.na](mailto:ndtc_recruitment@ndtc.com.na)  
Address: PO Box 23316, Windhoek  
Tel: (061) 204 3222  
Fax no: (061) 204 3262  
Closing date for Applications: **Friday, 7<sup>th</sup> February 2020**

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 Assessment i.e. general medical, competence, integrity tests and a security clearance.