



## EXTERNAL VACANCY

The internal vacancy below is now available at Dundee Precious Metals Tsumeb.

### **THE POSITION: SKILLS DEVELOPMENT FACILITATOR**

The incumbent will report to the **Manager: Organisational Development & Effectiveness** and will be accountable for:

#### **ROLE ACCOUNTABILITIES:**

- Legal, Safety, Health and Environmental Compliance as well as promoting a safety culture in the area of responsibility.
- Lead by example through compliance with the company purpose and values.
- Develop training matrices to determine training needs in the production areas.
- Engage line management to identify skill gaps.
- Design and review training material to address training needs.
- Design assessment tools in compliance with relevant legislation, company standards and policies.
- Maintain established training schedule.
- Plan, coordinate and facilitate theory and practical training sessions.
- Conduct training assessments and evaluations to determine the competency of employees through theoretical and/or practical assessments.
- Support employees by providing one-on-one coaching after assessment to manage learning experience.
- Schedule and facilitate Dover testing and interpret Dover test results.
- Complete all course administration tasks, i.e. update training matrices, create individual files, name tags, and ensure safe keeping of all training records.
- Ensure regular updates of training matrices.
- Prepare Weekly/Monthly training reports.

#### **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- A pass in grade 12, with a minimum of 23 points.
- A Diploma in Education, Training, Development Practices (ETDP)
- A certificate in Chemical Engineering or Chemistry will be an added advantage.

- ETD NQF level 4 certificate (*Assessor*).
- Coach the Learner NQF Level 3 certificate.
- Minimum of Five (5) years' experience in a learning and development function, with exposure to career development and learning processes within heavy process plant, factory, or mining industry.
- Experience in conducting safety training such as, Working at Heights, Confined Space and Permit to Work, etc.
- Knowledge in designing, delivering and maintaining training materials.
- Excellent presentation and facilitation skills.
- Excellent Communication and interpersonal skills
- Computer literacy (MS Office package with excellent PPT and MS Excel skills).
- A police clearance from the Namibian police will be required upon appointment.
- Must be in possession of a valid Driver's license: Code 08.

### **APPLICATION PROCEDURES:**

All applications meeting the **minimum requirements** must be accompanied by a non-returnable detailed curriculum vitae, certified copies of qualifications and identification documents (ID). Applications should clearly indicate the position being applied for and should be sent as **one PDF attachment**. Applications not adhering to these rules will not be considered.

Please forward application to the email: [dpmrecruitment3@dundeeprecious.com](mailto:dpmrecruitment3@dundeeprecious.com)

**CLOSING DATE: FRIDAY, 26 JULY 2024, AT 16H00**

**Only short-listed candidates will be contacted.**

**Applicants, who are not contacted within two weeks after the closing date, should consider their application unsuccessful.**

**The recruitment process will be administered as prescribed by Namibian Affirmative Action Act.**

**Women and person with disability are encouraged to apply.**

**Dundee Precious Metals Tsumeb is an Equal Opportunity Employer**

