

Namib Lead & Zinc Mining (NLZM) is a zinc and lead development company with a high grade, low cost development project with access to infrastructure in Namibia. Based in Swakopmund, NLZM is seeking qualified individuals for consideration for the position of

TRAINING CO-ORDINATOR

Main Responsibilities:

- Ability to deliver, assess and develop training and assessment materials
- Risk Management
- Conduct and co-ordinate training to a high standard.
- Analyzing and Interpretation of information
- Legislative compliance knowledge
- Knowledge on the full range of Microsoft programs
- Developed verbal and written communication skills
- Facilitate Hazard Identification and Risk Assessment process.
- Pre and post training course planning.
- Ensure course administrative procedures are completed.
- Conduct critical safety training including but not limited to general and area inductions.
- Conduct training and assessment of competencies and maintain the safety and health document control and information database e.g. enter training data.
- Ad hoc activities as and when required.
- Conduct, scrutinize and capture PTO's & Incidents.

Minimum Requirements:

- Degree (Education / Training & Development) / NQF 6 Equivalent.
- BE Driver's License.
- 3 years mining and mineral processing related Safety, Health & Training experience.
- OSHAS experience advantage
- ISO experience advantage

Shift work: As and when required.

Benefits: We offer a market related remuneration

CLOSING DATE: 8 MARCH 2019

Interested and **suitably qualifying candidates** are to submit a **Comprehensive CV with ALL relevant supporting documentation** by email to Recruitment@namibleadzinc.com with the Position Title in the subject line.

Previously disadvantaged Namibians are encouraged to apply.

ONLY short-listed candidates will be contacted for interviews and assessments