



**External Vacancy**  
**(Human Resources Graduate Trainee x2)**  
**Fixed Term Contract – 12 months period**

Uis Tin Mining Company Pty Ltd an equal opportunity employer, situated in the Erongo region, hereby invites dynamic individuals to join our team as **Human Resources Graduate Trainees** and take the first step in building a rewarding career in HR.

**Key responsibilities:**

- ☐ Provide administrative support across various HR functions.
- ☐ Assist with maintaining accurate employee records and HR databases.
- ☐ Support the implementation of HR projects and initiatives.
- ☐ Participate in HR audits and compliance activities.
- ☐ Contribute to employee engagement and wellness programs.
- ☐ Assist in compiling HR reports and data analysis.

**Key requirements:**

- Bachelor's degree in Human Resources Management, Industrial Psychology, or a related field **(completed within the last 2 years)**.
- Strong interpersonal and communication skills.
- High level of integrity, professionalism, and confidentiality.
- Proficient in MS Office (Word, Excel, PowerPoint).
- Willingness to learn and adapt in a fast-paced environment.
- Valid code BE driver's license, will be an added advantage.
- Valid Policy Clearance Certificate, not older than six (6) months.

**To apply for this vacancy please visit [www.jobopportunities.net](http://www.jobopportunities.net), Uis residents and persons from previously disadvantaged designated groups are encouraged to apply. Applications for the above positions will only be accepted via the recruitment portal, [www.jobopportunities.net](http://www.jobopportunities.net) Your application should be accompanied by a cover letter, detailed CV, and certified copies of relevant qualifications.**

**Only shortlisted candidates will be contacted. If you are not contacted within two weeks after the closing date, please consider your application unsuccessful.**

**Closing date for applications: 14 August 2025**