



山金国际
SHANJIN INTERNATIONAL

OSINO
RESOURCES

VACANCY

PRACTITIONER: HUMAN RESOURCES

CONTRACT TYPE: FIXED TERM

CONTRACT DURATION: 24 MONTHS

JOB SUMMARY

We are seeking a dynamic and self-starter Practitioner: Human Resources to join our team. The successful candidate will be responsible for talent acquisition, training administration and employee relations.

MINIMUM REQUIREMENTS

- Grade 12
- Bachelor's degree in human resources or related field
- 3-5 years of experience in the generalist position
- Valid driving license
- Microsoft Suite with proficient knowledge of graphic/visual art design skill a pre-requisite
- Good understanding of national labour laws
- Excellent communication and analytical skills

KEY RESPONSIBILITIES

- Facilitate the entire talent acquisition processes
- Assist head of departments with drafting departmental organograms
- Draft vacancy adverts to the required quality and standards
- Communicate company policies to the entire staff
- Assist with company-union affairs
- Assist with carrying out training needs assessments
- Manage and update employee files
- Assist with diversity, equity and inclusion activities to meet company objectives

HOW TO APPLY

Interested candidates should submit a resume and a letter of motivation detailing relevant experience and qualifications to **recruitment@osinoresources.com** by **25 November 2025**. If you have not heard anything from us two weeks after the due date, please consider your application unsuccessful. **NO HARD COPY CV'S WILL BE ACCEPTED AT OUR OFFICES.**

Osino Gold Exploration and Mining and Shanjin International are an equal opportunity employer, committed to fostering diversity and inclusion in the workplace. Preference given to suitably qualified Namibian citizens.