



山金国际
SHANJIN INTERNATIONAL

OSINO
RESOURCES

VACANCY

PRACTITIONER: EMPLOYEE ENGAGEMENT AND ADMINISTRATION

CONTRACT TYPE: FIXED TERM

CONTRACT DURATION: 24 MONTHS

JOB SUMMARY

We are seeking a dynamic and innovative Practitioner: Employee Engagement and Administration to join our team. The successful candidate will be responsible for implementing various activities at Osino to support and create a wholistic meaningful employment experience.

MINIMUM REQUIREMENTS

- Grade 12
- Bachelor's degree in human resources or relevant tertiary qualification
- 3-5 years of experience in similar role
- Valid driving license
- Microsoft Suite with proficient knowledge of graphic/visual art design skill a pre-requisite
- Proven exposure and experience in employee engagement role
- Excellent communication, creative and presentation skills are a must

KEY RESPONSIBILITIES

- Facilitate the onboarding and induction process
- Implement activities that promote work-life balance and stress reduction
- Drive and promote company culture that is positive and supportive
- Drive employee survey initiatives and analyze feedback to formulate solutions
- Assist with issuing of staff PPE
- Implement programs and activities that promote Osino brand and image
- Support the HR Department with the administration and coordination of HR related activities, as well as administer HR Services for greater client satisfaction and accessibility
- 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.