



Internal & External Vacancy
Fixed Term Contract: 18 Months
(Camp and Logistics Assistant x1)

Uis Tin Mining Company Pty Ltd an equal opportunity employer, situated in the Erongo region, hereby invites competent & suitably qualified candidates to apply for the position of **Camp and Logistics Assistant**. The position reports to the Logistics and Finance Administrator.

Key responsibilities:

- Assist with booking vehicles for maintenance and conducting routine vehicle inspections and checks.
- Conduct inventory stocktaking for the core shed, camp supplies, and site equipment.
- Support the procurement and transportation of site materials, equipment, and supplies.
- Coordinate accommodation arrangements for employees and visitors when required.
- Assist in receiving, recording, and distributing incoming deliveries.
- Coordinate the transportation of personnel to and from site.
- Maintain records of camp assets, stock movements, deliveries, and fuel consumption.
- Ensure camp facilities are clean, safe, and well-maintained.
- Liaise with suppliers, contractors, and service providers to ensure the timely delivery of goods and services.
- Assist with document control, filing, data capturing, and administrative tasks.
- Monitor and report maintenance issues within camp facilities.
- Ensure compliance with company Health, Safety, Environmental, and Community (HSEC) standards.
- Perform other camp administration and logistical support duties as assigned by the supervisor.

Key requirements:

- Grade 12 certificate.
- At least Two (2) years of relevant experience within an exploration or mining environment.
- Good verbal and written communication skills.
- A valid Code BE driver's licence will be an added advantage.
- Ability to work in remote field locations and under challenging environmental conditions.
- A valid police clearance certificate, not older than 6 months.

To apply for this vacancy please visit **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**. Your application should be accompanied by a cover letter, detailed CV, and certified copies of relevant qualifications.

Only shortlisted candidates will be contacted and no CVs or attached documents will be returned. Please consider your application unsuccessful if you are not contacted within 2 weeks of the closing date.

Closing date for applications: 28 October 2026