

# NEW VACANCIES RELEASE

LOCATION: TWIN HILLS GOLD MINE SITE (KARIBIB)

| POSITION                                                                                               | JOB SPECIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| <b>ADMINISTRATOR:<br/>ENGINEERING<br/>(X1)<br/>PERMANENT</b>                                           | <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Certificate or Diploma in Business Administration or Office Administration</li> <li>• Minimum 3 years' experience in office administration</li> <li>• Strong MS Office Skills</li> <li>• Experience in construction and or industrial environmental is advantageous</li> <li>• Valid Namibian Driver's Licence.</li> <li>• Good communication and interpersonal skills</li> </ul> <ul style="list-style-type: none"> <li>• Maintain departmental records, registers and document control.</li> <li>• Coordinate meetings, reports, correspondence, travel and training.</li> <li>• Support procurement documentation, invoices and contractor administration.</li> <li>• Maintain personnel, training and CMMS administration records.</li> <li>• Assist with budget tracking and departmental reporting.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>ADMINISTRATOR:<br/>MINING<br/>(X1)<br/>PERMANENT</b>                                                | <ul style="list-style-type: none"> <li>• Grade 12</li> <li>• Certificate or Diploma in Business Administration or Office Administration</li> <li>• Minimum 5 years experience in office administration</li> <li>• Effective document control and record management experience</li> <li>• Experience in mining, construction and or industrial environmental is advantageous</li> <li>• Valid Namibian Driver's Licence.</li> <li>• Good communication and interpersonal skills</li> </ul> <ul style="list-style-type: none"> <li>• Maintain controlled records, reports, correspondence, and technical documentation.</li> <li>• Manage filing systems for mining plans, survey reports, production reports, contractor documentation, and operational records.</li> <li>• Support data entry and reporting requirements for management reviews.</li> <li>• Maintain contractor documentation, records, and correspondence.</li> <li>• Maintain records related to contractor deliverables, submissions, and approvals.</li> <li>• Support administration of contractor payment documentation and verification processes where required.</li> <li>• Prepare meeting agendas, record minutes, and track action items.</li> <li>• Assist with procurement requests, purchase orders, and invoice tracking for the Mining Services Department.</li> <li>• Support onboarding documentation and training records for Mining Services personnel.</li> </ul> |
| <b>SUPERINTENDENT:<br/>MATERIALS &amp;<br/>WAREHOUSE<br/>(X1)<br/>PERMANENT<br/>(RE-ADVERTISEMENT)</b> | <ul style="list-style-type: none"> <li>• Grade 12.</li> <li>• Valid Namibian Driver's Licence.</li> <li>• Supply Chain or Material Management Diploma as a minimum</li> <li>• Alternatively, a relevant combination of formal procurement-related experience and additional relevant studies.</li> <li>• 5 to 7 years' experience in stock control and material management SAP system, of which 3 years should be on a supervisory level.</li> <li>• Ability to operate a forklift an added advantage</li> </ul> <ul style="list-style-type: none"> <li>• Plan, develop, organize, oversee and coordinate inventory receiving and control, cataloguing, warehouse operations, and the management of warranties and repairable components.</li> <li>• To lead the delivery of reliable, efficient and cost-effective materials management services to internal users.</li> <li>• Optimize the safety stock structure, reduce inventory backlogs and losses, improve inventory turnover, and promptly dispose of stagnant inventory.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>SUPERINTENDENT:<br/>TECHNICAL<br/>PROCUREMENT<br/>(X1)<br/>PERMANENT<br/>(RE-ADVERTISEMENT)</b>     | <ul style="list-style-type: none"> <li>• Grade 12.</li> <li>• Valid Namibian Driver's Licence.</li> <li>• BTech Degree or related Bachelor degree in Procurement and/or Business Administration or equivalent.</li> <li>• Alternatively, a relevant combination of formal procurement-related qualifications and additional specialized studies.</li> <li>• 5 to 7 years' experience in procurement, contract and supplier management, of which 3 years should be on a supervisory level.</li> <li>• Track record in execution of procurement contract and Tender Process, Supplier Analysis, Performance and Negotiation.</li> </ul> <ul style="list-style-type: none"> <li>• Identify, evaluate, and qualify suppliers for technical materials and equipment</li> <li>• Review engineering drawings and specifications to align purchases with project needs</li> <li>• Negotiate pricing, terms, and contracts with vendors</li> <li>• Monitor supplier performance for quality, delivery, and compliance</li> <li>• Manage purchase orders and track inventory for project timelines</li> <li>• Collaborate with engineering, operations, and finance teams on procurement strategy</li> <li>• Ensure compliance with safety, environmental, and industry regulations</li> <li>• Support continuous improvement initiatives in cost savings and supply chain optimization</li> </ul>                                                               |

## HOW TO APPLY

Interested candidates should submit a resume, all supporting documents and a letter of motivation detailing relevant experience and potential starting date to [recruitment@osinoresources.com](mailto:recruitment@osinoresources.com) by **16 October 2026**. Please clearly indicate position applied for in the subject matter line. Failure to do so, may result in disqualification of your application. 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. People with disabilities are encouraged to apply.