

External Vacancy



The following position has become available within



Aveng Mining offers services across the mining value chain, from shaft sinking, underground development, contract mining and open cut mining, to construction of mine infrastructure. The operating group's experience spans a broad range of commodities and it has worked successfully in remote and difficult locations.

POSITION:

Surveyor

BUSINESS UNIT: Mining (Aveng Moolmans)
LOCATION: Northern Cape
REPORTING TO: Contract/Snr. Contract Manager
JOB SUMMARY STATEMENT: Make accurate, up to date measurements and determine the mine/operation boundaries/scope of work and production volumes achieved (Plan vs actual comparisons). Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

- To effectively carry out survey of the open pit mining operations
- Establish and build good client relationships
- Comparing survey results and negotiating with client, to agree on final monthly survey report of volumes mined, for certificate purposes
- Ensure compliance to Safety and Quality policies, procedures and standards
- Ensure that surveys are carried out according to plan, results are reported, deviations identified and corrective actions recommended.
- Survey planning policies, guidelines and procedures are adhered to in respect of all work outputs.
- Implement and maintain systems to ensure quality control of plan and layout delivery are designed, implemented and monitored.
- Ensure that resources needed to meet own Survey work output plans, as well as the necessary logistics, are planned and scheduled.
- Ensure that the quality of mine surveying practice and mining operations in general are continuously reviewed.
- Interface and reporting of production to management.
- Daily measuring and reporting as per requirements of the contractual environment.

ACADEMIC QUALIFICATIONS:

- Grade 12 with Mathematics and preferably also Engineering drawing, passed as subjects
- National Diploma – Surveyor, or alternatively at least Elementary and Basic Survey Certificates (issued by Chamber of Mines)

EXPERIENCE AND REQUIREMENTS:

- N. Dip (Survey) qualification: at least 5 years' experience as Surveyor in an Opencast Mining environment, OR alternatively:
- Elementary & Basic Survey Chamber of Mines certificates, 8-10 years' experience as Surveyor in an Opencast Mining environment.
- Excellent computer literacy (Excel, Power Point)

Excellent knowledge and operating ability on Model Maker with reference and the ability to perform the following:

- Haul Profiles
- Volumetric calculations to determine tonnages moved (cut & fill)
- Converting of raw survey data and building of models
- Ramp plans to determine if it is according to mine standards
- Creating of pegs with reference to pit boundaries to stake
- Month end Calculations
- Converting of STR & DWG Files to correct coordinates positions
- Designing Drill blocks to pit design specifications
- Checking conformance to mine design
- Valid Driver's Licence
- Supervise site Survey team
- Legal Liability certificate

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent Survey working knowledge within the mining industry (surface).
- Strong Auditing skills
- Legal knowledge
- Strong report writing, presentation and negotiation skills

BEHAVIOURAL COMPETENCIES:

- Adhere to principles and values
- Apply good governance principles
- Enthusiastically productive with a strong sense of urgency
- Attention to detail and accuracy
- Produce and maintain effective business results
- Take responsibility and make things happen

CLOSING DATE: 13 December 2017

Interested persons who meet the job requirements can submit their CV's by e-mail to: ncprod.recruitment@avengmining.com

(NB: Kindly ensure to indicate the position that you apply for in the subject line)

In line with the Aveng commitment to transformation, suitably qualified candidates from previously disadvantaged groups will be given preference. While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies.



The Aveng formula is a blueprint of what we strive to achieve as an organisation. It is the DNA of our corporate identity and a behavioural guide for all Aveng staff. Anyone joining Aveng is expected to embrace the formula to the best of his/her ability every day.

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POSITION:

HR Practitioner

BUSINESS UNIT: Mining (Aveng Moolmans)
LOCATION: Northern Cape
REPORTING TO: Contract/HR Manager
JOB SUMMARY STATEMENT: Co-ordinate, manage and administer all HR functions on site and render specific administrative support to internal and external customers. Provides advice, guidance and direction to line management, in respect of all people management processes and procedures

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

- Ensure effective coordination of the workforce planning, recruitment, selection, probation, change of status and exit processes
- Implementation of HR policies and procedures, and monitoring compliance
- Monitor trends such as staff turnover, absenteeism and alert line management of any problem areas
- Manage medical entry, renewal, exit and induction processes
- Maintain the combined site organogram
- Oversee SAP payroll system on site and ensure that payroll deadlines are adhered to.
- Generate electronic HR / Payroll Reports
- Ensure that an up to date, accurate staff filing system is maintained
- Supervise HR Department employees
- Management of the relevant HRIS for analyzing and interpreting people data, which is used as input for business decisions
- Coach, mentor and develop HR Dept. employees.
- Managing Industrial Relations on site: grievances, complaints, Union representative meetings, etc.

ACADEMIC QUALIFICATIONS:

- Grade 12
- Must have relevant B degree or N. Dip HR Management Diploma completed
- A post graduate diploma/certificate in Labour Relations will be a strong advantage

EXPERIENCE AND REQUIREMENTS:

- At least 5 years' post graduate, related work experience:
 - in a HR environment, in a similar level role,
 - gained in the Mining, or alternatively, Construction Industry,
 - in a highly unionized environment
- Must have a valid driver's licence and own transport
- Willing to work long hours
- At least 3 years Payroll management/supervisory experience
- SAP experience will be a strong advantage
- Clean criminal record
- Must be fluent in English, Afrikaans and preferably also Tswana
- Preferably from the Northern Cape

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent MS Office skills
- Has excellent written and verbal communication skills
- Able to build and maintain effective relationships at all levels within the organization
- Meticulous, detailed, well-organized, responsible and able to work independently to meet deadlines
- Has a high level of integrity and able to work with confidential and sensitive information
- Keeps abreast and up-to-date with HR trends and industry wide development
- Excellent knowledge of the Labour Relations Act, Basic Conditions of Employment Act, Disciplinary Procedures and Dispute Resolution, preferably at CCMA level

BEHAVIOURAL COMPETENCIES:

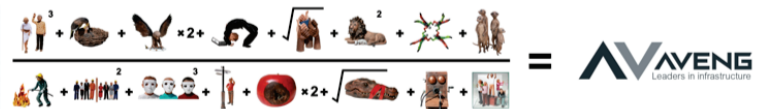
- Maintain effective relationships
- People management skills
- Assertiveness
- Performance driven & results orientated
- Attention to detail
- Assisting with compiling of management reports

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