

Position: Administrator Communications

Location: Tshipi é Ntle Manganese Mining, Kathu, Northern Cape

PURPOSE OF THE JOB

- Administrative, logistics support, communication and events coordinating for the period February 2018 – February 2019. Tasks including but not limited to: transport-, facility and accommodation arrangements, interacting with a variety of stakeholders, organising various meetings and events within the Northern Cape. This is a fixed term contract for 1 year.

Key performance areas:

1. Draft and distribute electronic communication re. meetings and events to all relevant stakeholders.
2. Organise and manage weekly/monthly meetings.
3. Source and confirm facility bookings for all meetings and events.
4. Attend meetings, minute taking, typing and distributing.
5. Liaise with external vendors and role-players.
6. Manage the budget for various meetings & events.

Minimum qualifications required:

- Grade 12
- Tertiary qualification – Diploma in Administration, or Communications or Public Relations.
- Valid drivers' licence
- Fluent in English, Afrikaans & Setswana.

Minimum experience and knowledge required:

- Minimum 10 years+ experience within administration, communications & events planning.
- Well conversed in MS Outlook, MS Office, Internet, social media.
- Medically fit
- Willingness to perform ad hoc duties as and when required.

Attributes

- Well presented & professional in conduct
- Accountable and responsible
- Positive and friendly disposition
- Integrity
- Assertive

Competencies

- Customer focused/ very good people skills
- Detail oriented
- Excellent communication skills: verbal and written English
- Interface at management level
- Managing a budget effectively
- Be able to work independently



Applicants who meet the key requirements of the job must apply and submit their CVs together with certified copies of qualifications and proof of experience to: Email address: -hr@tshipi.co.za, Subject: Administrator Tshipi mine

Closing date: 23 January 2018

Position: Plant Operator

Location: Tshipi é Ntle Manganese Mining, Kathu, Northern Cape

PURPOSE OF THE JOB

- To operate plant and mechanical equipment focused on ore transfer and processing and the streamlining of production output. This includes all of the operational facilities, administrative and housekeeping requirements as well as reporting on production, maintenance and other requirements and targets.

Key performance areas:

- Operates and maintains plant and mechanical equipment according to prescribed procedures and standards.
- Regulate the flow of material from one point to the other.
- Perform regular inspections and monitoring to ensure plant is operated at required parameters.
- Reports to Plant Supervisor on performance and problems encountered.
- Identify maintenance issues and initiates maintenance of plant and equipment.
- Reports unsafe work conditions and behaviour, incidents and accidents.
- Conduct risk assessments and pre work inspections.
- Adhere to SOP's, works instructions, policies and procedures
- Ensure adherence to all relevant legislation e.g. MSHA etc.
- Complete relevant documentation and shift log. Perform administration and submit reports.

Minimum qualifications required:

- Matric (Grade 12)
- Basic Computer literacy
- Drivers licence

Minimum experience and knowledge required:

- Proven experience in plants, conveyors and load out.
- Related knowledge and training in plant, logistics, conveyors and other.
- Understanding and operating switch gear and isolators.
- Willing to work shifts – 24/7
- Related experience of crushing, conveying and material handling.

Attributes

- Good Communication (Verbal + Written)
- Problem solving
- Organized
- Responsible
- Technical skills

Competencies

- Team work
- Responsibility
- Planning
- Assertive
- Tolerant for monotonous job
- Confident to work alone/independent
- Willingness to learn and assist team members



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Closing date: 19 January 2018

Position: Occupational Hygienist

Location: Tshipi é Ntle Manganese Mining, Kathu, Northern Cape

PURPOSE OF THE JOB

- To anticipate, recognise, evaluate, eliminate, contain and control risks in the working environment as provided for in the Mine Health and Safety Act

Key performance areas:

- Implement and maintain the SHE Management System
- Facilitate and assist with Hygiene Risk Assessments and adhoc Risk Assessments
- Liaise with SHE Officers to assure site wide risks are communicated and actioned
- Maintain and update the Fire Control/Suppression System
- Monitor compliance to Hygiene requirements in the workplace
- Monitor and control Occupational Hygiene Exposure Risks
- Facilitate the prevention of fatigue in the workplace
- Plan and implement the Sanitation strategy
- Ensure compliance to the Fire COP
- Inspect fire detecting and monitoring equipment
- Inspect fire-fighting equipment and oversee maintenance of fire extinguishers
- Ensure operational readiness to deal with emergencies and injuries in the most appropriate and efficient manner
- Conduct and monitor disaster risk assessment utilising integrated and multi-disciplinary approaches
- Implement disaster management practices utilising information management and communication systems
- Advise employees, contractors and suppliers on Hygiene issues; including relevant legislation and Tshipi Hygiene System requirements
- Monitor progress and Report on status of Hygiene improvement projects
- Initiate and support the development and implementation of corrective, preventative and improvement actions to reduce Hygiene risk exposure
- Coordinate response to Hygiene incidents
- Coordinate monitoring of potable water quality
- Coordinate and conduct Hygiene Management System Audits
- Follow up on Close-Out of Audit findings
- Participate in meetings and projects requiring Hygienist input
- Actively participate in business improvement processes
- Display continuous improvement of 5S within work areas
- Compile Hygiene Reports (Internal and legal) and statistics

Minimum qualifications required:

- Certificate in Environmental Management, or National Diploma Occupational Hygiene, or BSc in Occupational Hygiene as minimum qualification.
- Registration with SAIOH
- In line with our Employment Equity, preference will be given to female applicants.

Minimum experience and knowledge required:

- 3 - 5 years working experience within the mining environment.
- Good working knowledge of all the relevant Acts, regulations and standards.
- Computer Literacy.
- Code 08 driver's license

Preferred experience

- Section 12 (1) appointment

Attributes

- Analytical approach
- Accuracy in measuring and sampling
- Meticulous in recording and processing data
- Zero tolerance for errors
- Ability to operate independently
- Communication and negotiation skills
- Problem solving

Competencies

- Good analytical and problem solving skills
- Good interpersonal skills
- Team player
- Ability to work well under pressure
- Report writing
- Interest in Law and Regulations



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Closing date: 19 January 2018

Position: Short Term Mine Planner

Location: Tshipi é Ntle Manganese Mining, Kathu, Northern Cape

PURPOSE OF THE JOB

- The Purpose of the Short Term Planning Engineer is to support ore extraction for Tshipi Borwa Mine by developing thorough weekly and monthly implementation plans for mining of the ore body. The short-term planner will work with the Medium Term Planning Engineer and the grade control function to provide accurate and appropriate short term plans

Key performance areas:

1. Effective Planning

- Plan and facilitate day-to-day short-term activities for Tshipi Borwa Mine
- Compile and update daily, weekly and monthly statistical reports related to short term planning
- Provide Tshipi Borwa Mine with timely and accurate monthly production schedules
- Track and reconcile statistical reports compared to budget
- Reconcile actual vs planned ore and waste mined
- Maintain mining reporting systems
- Formulate the drill and blast designs as well as the load and haul for Tshipi Borwa Mine. Ensure that scheduling and reconciliation is done for these areas
- Provide input to the budget for drill and blast as well as load and haul related activities
- Facilitating pre-planning and integrated planning meetings
- Ensure the right type and quantity of equipment is available based on the pit area.

2. Support and participate in team environment

- Achieve agreed upon KPIs by managing performance
- Continuously identify and address gaps in own performance and develop mitigating action plans to close the gap
- Assist in the attainment of MRM goals and objectives by collaborating with the MRM team and committing to reaching targets for area of responsibility
- Provides colleagues with expert advice and industry standards for Short Term Planning

3. Stakeholder engagement and management

- Ensure that organisational stakeholders are identified and engaged to promote and elicit their assistance with Geology related matters
- Ensure that the right information is available and organised into a format that can be used by colleagues, contractors and suppliers
- Work with relevant parties to identify, prioritise and deal with issues related to short term planning

4. Customer relationship management

- Manage expectations and provide accurate and effective planning services to all stakeholders
- Establish and maintain relationships with Medium Term Planner and Business Partners

Minimum qualifications required:

- Undergraduate in Mine Engineering

Minimum experience and knowledge required:

- 5 years' relevant experience in mine engineering and planning
- Open cast mining experience

Preferred requirements for the post

- Postgraduate degree in mine engineering
- Project management/planning certification.
- Blasting Certificate of Competency
- Exposure to relevant mine planning software packages (e.g. MineSched, Surpac)
- Manganese mining experience

Other requirements

- Code 08 driver's licence
- English proficiency
- Medical Certificate of Fitness
- Computer literate

Attributes

- Negotiation skills
- Conflict management skills
- Good communicator
- Problem solver
- Decisive
- Patient
- High Emotional Intelligence (EQ)
- Reliable
- Integrity
- Work under pressure
- Positive attitude
- Objective
- Strategic thinker

Competencies

- Risk management
- Project management
- Transparent
- Change Management
- Stakeholder management
- Analysis
- Strategy management
- Business acumen



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Closing date: 19 January 2018

Position: Diesel Mechanic

Location: Tshipi é Ntle Manganese Mining, Kathu, Northern Cape

PURPOSE OF THE JOB

- To schedule and perform the repair and maintenance of diesel vehicles and diesel plant equipment and machinery in such a fashion as to provide for the optimal availability and performance of production capacity.

Key performance areas:

- Ensure optimal availability of diesel plant equipment and machinery.
- Fault finding, repairs and maintenance of mechanical services, plant equipment and machinery.
- Ensure breakdowns are minimized and addressed timeously and recorded accurately and timeously.
- Repairs and maintains diesel engines used to power machines, such as buses, trucks, railroad trains, electric generators, and construction machinery, using hand-tools, precision measuring instruments, and machine tools: Diagnoses trouble, disassembles engines, and examines parts for defects and excessive wear.
- Reconditions and replaces parts, such as pistons, bearings, gears, valves, and bushings, using engine lathes, boring machines, hand-tools, and precision measuring instruments.
- Ensure compliance to planned maintenance schedule
- Ensure preventative maintenance compliance in a cost-effective manner.
- Ensure legal requirements and operational compliance with regard to safety, health and quality.
- Conduct plant inspection and monitoring for potential and existing defects.
- Identifying and responding to safety hazards.
- Compliance to MHSA, mine Code of Practices, Procedures and Standards.

Minimum qualifications required:

- Matric
- N2/N3 Diesel Mechanic qualification
- Successfully complete Trade test

Minimum experience and knowledge required:

- 3 Years working experience. Preferably within the mining environment
- Good knowledge of diesel engines and fault finding.
- Ability to work shifts
- Computer Literacy
- Valid driver's licence

Attributes

- Good analytical and problem solving skills
- Good interpersonal skills
- Team player
- Ability to work well under pressure
- Accuracy and attention to detail

Competencies

- Detail orientated
- Self-starter
- Drive and enthusiasm
- Zero tolerance for errors
- Assertive
- Good communication (verbal and written)
- Ability to work independently



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Closing date: 19 January 2018