

Position: Laboratory Assistant

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

PURPOSE OF THE JOB

- Prepares and analyses ore samples according to established methods and inputs data into the laboratory information management system.

Key performance areas:

1. Analyses ore samples according to the prescribed methods and reports results.
2. Ensures that laboratory instruments (including XRF/ ICP instruments) and equipment are properly maintained and cleaned.
3. Adheres to laboratory policies and procedures and follows supervisor instructions.
4. Escalates issues and problems where necessary to ensure:
 - Safety and cleanliness of laboratory and laboratory instruments and chemicals;
 - Prevention of loss or damage to equipment and machinery.

Minimum qualifications required:

- Grade 12
- Maths and Science

Minimum experience and knowledge required:

- 2 years' experience in analyzing ore samples role.
- Knowledge of sampling process and method
- Planning skills
- Knowledge of mine safety health.

Attributes

- Attention to detail
- Meticulous in work execution
- Zero tolerance for errors
- Drive and enthusiasm
- Assertive in obtaining the correction information

Competencies

- Accuracy and attention to detail
- The ability to work well within a team
- Continuous improvement abilities
- Ability to work under pressure
- Reliable



Tshipi é Ntle
Manganese Mining
Quality. First. Always

Applicants who meet the key requirements of the job must apply and submit their CVs together with certified copies of qualifications, quoting job title and reference number to:- THE MANAGER HUMAN RESOURCES, Email address: - hr@tshipi.co.za

Closing date: 11 May 2018

Position: SHEC Administrator
Location: Tshipi é Ntle Manganese Mining, Kathu, Northern Cape

PURPOSE OF THE JOB

- To provide administrative support to the SHE Department.
- To liaise with all departments and functions to ensure that SHC administrative systems are complied with.
- To assist with the collation, recording and effective communication of SHE data

Key performance areas:

- Implement and Maintain Tshipi Borwa Mine Document Control Management System (Formatting, filing, reviewing, publishing of documents).
- Keep SHAREPOINT updated and ensure that expired documents are reviewed in time
- Maintain the Tshipi Borwa Mine SHE Information Management System (ISOMETRIX)
- Responsible for internal and external communication of SHE information and legal and other documents (Flash Reports, Monthly Topics, Authorities reports)
- Maintaining SHE filing system for all documents to ensure legal compliance (Risk Assessment, Pre-task, Pre-use, Legal Logbooks etc.)
- Assist with implementation of Contractor Management requirements and roll out of Contractor documents and files to all Contractor Supervisors. Updated register available of all Contractors on site
- Update SHE Statistics and distribute Daily, Weekly and Monthly Reports
- Compile
- Filing and checking purchase requisitions and invoices and following up on authorisation and payments.
- Maintains and updates all SHE templates and forms
- Submits and files reports
- Compiling and distributing minutes of meetings.
- Able to work with all MS Office packages

Minimum qualifications required:

- Matric (Grade 12)
- A Safety or environmental related qualification
- Driver's License

Minimum experience and knowledge required:

- Minimum 1-year experience as an administrator with focus on the health, safety and environmental functions
- Demonstrable working knowledge the Mine Health and Safety Act
- Demonstrable working knowledge of report writing

Attributes

- Safety conscious
- A good communicator
- Positive attitude
- Good work ethics
- Willingness to learn
- Assertive in obtaining the correct information

Competencies

- Professional and excellent verbal and written communication in English
- Microsoft Office Professional (Word, Excel, PowerPoint, MS Project, etc.)
- Flexibility and Adaptability
- High Performance Standards
- Responsibility and accountability
- Productive - Quality and Quantity
- Honest and Reliable
- Analytical skills



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Closing date: 14 May 2018