

**Position: Medium Term Mine Planner**  
**Location: Tshipi é Ntle Manganese Mining, Kathu, Northern Cape**

**PURPOSE OF THE JOB**

- Provides life of mine and medium-term planning support to the Mineral Resource Management function taking into consideration long-term mining plans and informing the short-term mine plans. Provides technical planning expertise, contributes to the mine design and ensures adherence to mining technical and planning standards

**Key performance areas:**

**1. Manage Financial and budgetary effectiveness**

- Provide input into annual budgets of the MRM function.
- Provide inputs regarding volumes and grades for costing purposes.
- Provide inputs regarding the implementation of cost saving initiative within the MRM function.
- Identifies and escalates potential risks or opportunities that could result in increased/decreased costs.

**2. Effective Planning**

- Develops and implements the medium-term mining plans. Works alongside long-term planners to align plans with life of mine, short-term plans and business objectives taking in to consideration:
  - Principles and application of mining engineering as applied to mine design and layouts;
  - Principles and application of mine environmental control as it pertains to mine planning;
  - Constraints and assumptions that could affect mine planning (Infrastructure, logistics, services);
  - Environmental issues (permit/water use license/pollution etc.);
  - Performance factors of equipment and people. (Monitor planned vs actual performance)
- Incorporates production and MRM feedback into the ongoing maintenance of the medium-term mining plan.
- Provides technical consulting services to the operation by sharing in-depth knowledge within the discipline, providing relevant information and reports on progress against plans (compliance to design and compliance to plan) as well as assisting in identifying and solving mining problems.
- Applies appropriate best practice and ensures adherence to mining technical and planning standards (Mine Criteria Design)
- Audits compliance with the relevant mining plan and technical standards as well as compliance with relevant risk management/governance frameworks.
- Produces short, medium and long term Mineral Extraction layouts/designs and production schedules including resource and equipment requirements.
- Analyse schedules/information to determine the risks associated with the execution of the short and medium term mine plan
- Analyses production results against planned schedules and recommending corrective action by doing monthly and quarterly reconciliations.
- Measuring pit design conformance, to ensure safe mining conditions within the pit.
- Pro-active scenario planning for different market conditions, to make an informed decision

**3. Support and participate in team environment**

- Manages own performance in terms of agreed KPI's.
- Identifies gaps in own development and works to master skills and competencies within own role to ensure personal development and performance.
- Contributes to the attainment of team and organisational goals by demonstrating team commitment and collaboration.
- Values and respects team members and others within the organisation.
- Demonstrates inclusivity and values diversity.
- Shares knowledge and best practice that will benefit the team.

**4. Customer relationship management**

- Manages customer expectations and requirements to deliver effective and efficient planning services to the business in line with company values and standards.
- Builds and maintains key customer relationships including: HOD's and GM: Mine.

**5. Stakeholder engagement and management**

- Liaise with internal stakeholders to promote the business and service objectives of the company.
- Ensures that the needs of organisational stakeholders are prioritised and managed including:
  - Colleagues, business partners, consultants and employees;
  - Relevant local, provincial and national authorities
- Work with management and employees to discuss issues, coordinate (facilitate) activities, or resolve problems.

**Minimum qualifications required:**

- B.Sc. or B.Eng. - Mine Engineering, Metallurgy or similar (NQF 7)

**Minimum experience and knowledge required:**

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

**PREFERRED REQUIREMENTS FOR THE POST**

**Qualification:**

- M.Sc or M.Eng. -Mine Engineering, Metallurgy or similar (NQF 8)
- Project management/planning certification

**Experience:**

- Exposure to relevant mine planning software packages (e.g. MineSched)
- Manganese mining experience

**Competencies**

- Risk management
- Strategy management
- Financial Management
- Project management
- Business acumen

**Skills**

- Stakeholder management
- Change Management
- Conflict management
- Problem solving Numeric ability
- Knowledge/concept transfer
- Analysis
- Negotiation
- Communication
- Logical reasoning

**Values**

- Emotional Intelligence (EQ)
- Ethical
- Integrity
- Positive attitude
- Objective
- Strategic thinker
- Confidential
- Reliable
- Work under pressure
- Decisive
- Patient



Applicants who meet the key requirements of the job must apply and submit their CV's together with certified copies of qualifications, quoting "Medium Term Mine Planner" to: - THE HUMAN RESOURCES DEPARTMENT, Email address: - hr@tshipi.co.za

Closing date: 22 May 2018

**Position: Load Out Station Operator**  
**Location: Tshipi é Ntle Manganese Mining, Kathu, Northern Cape**

**PURPOSE OF THE JOB**

- To load rail wagons and road trucks as per the prescribed loading specifications and schedule

**Key performance areas:**

- Operate and maintain Load Out and mechanical equipment according to prescribed procedures and standards.
- Work with external service providers such as Transnet Freight Rail, Road transport contractors, and internally with the Load Out Station Foreman, Plant Supervisor and Shunters
- Perform regular inspections and monitoring to ensure that the Load Out Station is performing at required parameters.
- Report to Load Out Station Foreman on performance and problems encountered.
- Identify maintenance issues and initiate maintenance of Load Out equipment.
- Report 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. MHSA etc.
- Compare wagon list provided by Transnet with information obtained on SCADA system
- Correctly set up chute before loading.
- Verify correct loading (Weight and Distribution)
- Communicate status with Load Out Station Foreman and Transnet
- Complete relevant documentation and load log.
- Perform administration and submit reports.

**Minimum qualifications required:**

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

**Minimum experience and knowledge required:**

- Proven experience in shunting, conveyors, chutes and load out.
- Related knowledge and training in shunting, conveyors, chutes and load out.
- Understanding and operating Isolation and earthing switches on OHTE
- Willing to work shifts – 24/7 operation
- Related experience in the loading of trains at slow speed via a Load Out Station is essential.

**Attributes**

- Good communication (Verbal + Written)
- Coordination (psycho-motoric coordination, quick reaction speed)
- Planning and Problem solving
- Organized
- Responsible

**Competencies**

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



Applicants who meet the key requirements of the job must apply and submit their CV's together with certified copies of qualifications, quoting "Load Out Station Operator" to: - THE HUMAN RESOURCES DEPARTMENT, Email address: - hr@tshipi.co.za

Closing date: 18 May 2018

**Position: Control Room Technician**  
**Location: Tshipi é Ntle Manganese Mining, Kathu, Northern Cape**

**PURPOSE OF THE JOB**

- Responsible for operating the processing plant through SCADA in ensuring smooth and continuous supply of product according to end user specification. This includes the primary crusher and all secondary conveyors and other plant activities. Performing planning, co-ordinating, organising, control and reporting functions focused at production outputs and maintenance requirements.

**Key performance areas:**

- Remotely operate the processing plant from the central control room using SCADA.
- Produce product against customer specification and requirements as set out in the production schedule.
- Manage stockpiles.
- Perform detailed reporting.
- Facilitate operational and emergency issues in the plant.
- Initiate maintenance activities in making call-outs and creating job cards for maintenance and breakdown work.
- Facilitate communication and flow of information between all stakeholders, i.e. Mining, Plant, Logistics, Load out, Lab, Maintenance and Management.
- Responsible for physically operating the plant from time to time.

**Minimum qualifications required:**

- Matric
- Appropriate technical qualification(s) to support the role requirements would be advantageous.
- Computer literate
- Valid drivers licence.

**Minimum experience and knowledge required:**

- Experience of processing plants
- Worked in a plant environment for at least 5 years.
- Supervisor experience will be beneficial.
- Three years control room experience using SCADA.
- Demonstrable business success in a production and/or processing plant environment.
- Ability to write and update production and processing reports.
- Maintenance and technical experience and knowledge will be a distinct advantage.
- In line with the company's drive toward gender equality, preference will be given to female applicants.

**Attributes**

- An organised, self-starter
- Team player
- Meticulous in work execution
- Drive and enthusiasm
- Assertive and decisive

**Competencies**

- Communication
- Accuracy and attention to detail
- The ability to work well within a team
- Good analytical and problem-solving skills
- Results orientated
- Reliable



Applicants who meet the key requirements of the job must apply and submit their CVs together with copies of qualifications, quoting "Control Room Technician" in the subject line, to: - Email address: - hr@tshipi.co.za

Closing date: 18 May 2018

## Position: Load Out Station Foreman

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

### PURPOSE OF THE JOB

- Responsible for the load out yard, siding, load out station, weighbridge, equipment and staff as well as the organising, controlling and reporting on the loading of rail wagons and road trucks as per the prescribed loading specifications and schedule.

### Key performance areas:

- Responsible for Load Out outputs. Road and Rail.
- Oversee and co-ordinate the functional activities of subordinates.
- Ensure that subordinates comply to training, licencing and other legal requirements.
- Work with external service providers such as Transnet Freight Rail, Road transport contractors, and internally with the Load Out Operator, Plant Supervisor, Control Room Technician and Shunters.
- Perform regular inspections and monitoring in ensuring that equipment is maintained to standard and that the Load Out is performed at required parameters.
- Report to Plant Supervisor on performance and problems encountered.
- Identify maintenance issues and initiate maintenance of Load Out assets and equipment.
- Report unsafe work conditions, behaviour, incidents and accidents.
- Conduct risk assessments and pre-work inspections.
- Develop and adhere to SOP's, works instructions, policies and procedures.
- Ensure adherence to all relevant legislation e.g. MHSA etc.
- Perform administration and submit detailed reports on Load out.
- Prepare and submit contingency plans.
- Assist and train team members as and when required.

### Minimum qualifications required:

- Matric (Grade 12)
- Basic Computer literacy
- First Line Supervisory course
- Drivers licence
- A valid Shunting Certificate.

### Minimum experience and knowledge required:

- Two years' proven experience in Logistics, TMM, trucking, hauling, weighbridge, shunting, conveyors, chutes and train load out.
- Two years' logistics experience in a supervisory or coordinating capacity.
- Related knowledge and training in Logistics, TMM, trucking, hauling, weighbridge, shunting, conveyors, chutes and train load out.
- Understanding and operating Isolation and Earthing Switches on OHTE
- Willing to work shifts – 24/7
- Related experience in the loading of trains at slow speed via a load out station is essential.
- Good verbal and written communication skills

### Attributes

- Good communication (Verbal + Written)
- Planning, control and problem solving
- Organized
- Methodical
- Responsible
- Enthusiasm
- Resilience

### Competencies

- Diligent
- Team work
- Focused
- Planning, organizing, leading, control
- Assertive
- Continuous improvement abilities
- Client focused



Applicants who meet the key requirements of the job must apply and submit their CV's together with certified copies of qualifications, quoting "Load Out Station Foreman" to: - THE HUMAN RESOURCES DEPARTMENT, Email address: - hr@tshipi.co.za

Closing date: 18 May 2018

## Position: Shunter

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

### PURPOSE OF THE JOB

- Safely admitting trains from the TFR rail network into the Tshipi siding. Ensure the safe hand over of trains before admitting into Tshipi siding.
- Conduct all shunting activities within the Tshipi siding boundaries. Coupling and uncoupling of locomotives and wagons and shunting operations in the private siding.
- Conduct brake test, report on and rectify problems where applicable
- Switch OHTE
- Assist the Load Out Coordinator.
- Perform administration.
- Perform SHE activities.

### Key performance areas:

- Adhere to housekeeping principles in work areas.
- Perform pre trip inspections on vehicle.
- Admittance/ Departure of TFR trains and Shunting trains.
- Switching of OHTE "Isolating and Earth switches".
- Shunting duties, including but not limited to the coupling and uncoupling of locomotives and wagons, authorizing train/shunting movements, switching of points and conducting brake tests on airbrake trains.
- Perform Pre Start Risk Assessments before engaging in work activities.
- Conduct siding inspections on Perway and OHTE.
- Report defects on Rolling stock, Perway and OHTE.
- Provide insights in defining new ideas, policies and procedures.
- Assist team members as and when required.
- Ensure and comply with MHSA, RSR and safety standards, guidelines, policies and procedures.
- Ensure correct PPE is worn and safety rules and regulations are adhered to.
- Enhance safety awareness throughout working area.
- Active participation on risk assessments and reporting of safety hazards.
- Handle all related administration duties timeously.
- Undertake such additional tasks, which may from time to time be assigned to you in the discharge of your duties.

### Minimum qualifications required:

- Grade 12 or NQF 4 equivalent
- Valid driver's licence
- In position of valid Shunter certificate including knowledge and understanding of air brakes.
- Certified to "Operate an Isolating and Earth switch" will be an added advantage.

### Minimum experience and knowledge required:

- 2 years' shunting experience.
- Experience of and exposure to airbrakes.
- Constantly works towards continued improvement.
- Communication skills.

### Attributes

- Attention to detail.
- Punctual.
- Zero tolerance for errors.
- Communication skills.
- Sense of urgency

### Competencies

- Reliable
- Responsible
- Team player
- Independence
- Punctuality



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

Closing date: 18 May 2018