



BLACK ROCK MINE OPERATIONS



INTERNAL & EXTERNAL VACANCY

COORDINATOR DISPATCH SURFACE (C1 PATERSON GRADING) (05 Vacancies)

Preference will be given to Coloured Males and all Females in support of the company's Employment Equity plan that seeks to achieve equitable representation of the workforce.

ASSMANG Ltd – Manganese Division requires the services of a Coordinator Dispatch Surface at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

MAIN TASK & RESPONSIBILITY

- Coordinate production process activities to achieve production targets and communicate up-to-date information between operators and other functions to allow real time decision making. Capture, monitor and interpret production and engineering data; translate data into useful information.

MINIMUM QUALIFICATIONS (Essential unless otherwise indicated):

- Certificate: Grade 12 (with Mathematics / Physical Science)
- Certificate: Engineering Semi-skilled (Advantageous)
- Certificate: Rock Blasting (Advantageous)

EXPERIENCE AND REQUIREMENTS (Essential unless otherwise indicated):

- 5 Years Operational experience in a mining environment (surface or underground) working with trackless mobile machinery (Required)
- 2 years control room operations (Required)
- 1 year job card generation in an ERP System (JDE, SAP) (Recommended)
- 1 year experience as a semi-skilled working on Trackless Mobile Machinery (Recommended)
- Valid code B/EB driver license

KNOWLEDGE AND SKILLS (Essential unless otherwise indicated):

- Computer literate (Microsoft Office, PMIS & JDE)
- Participate in change initiatives.
- Complete documentation accurately and in full.
- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives.
- Comply with disciplinary and behavioural rules and procedures.
- Comply with safety, health and environmental standards. Identify and report unsafe and hazardous situations in work area. Participate in safety meetings.
- Comply with Quality standards and deliver in a manner that support and meet operational quality standards.
- Contribute to team performance.
- Log work schedule (as agreed on by department supervisors) in applicable production system. Generate work orders for work schedule. Communicate work schedule to required stakeholders.
- Actively search for reliable data on progress against and deviations from work schedule; strive to have the best information available even though information will not always be easily obtainable. Accurately log information in applicable production system.
- Interpret technical data and work streams; use the interpreted technical data and work stream information to coordinate remedial actions between different departments and at different levels within a department.
- Provide status of work schedule as required by departments/stakeholders.
- Monitor and validate production information captured in applicable production system.
- Monitor and maintain production activities within the defined constraints.
- Interpret data and take appropriate measures to keep operating conditions optimal and within defined parameters.
- Generate applicable reports from production system / ability to explain interpret generated reports. Distribute reports to applicable departments and stakeholders.

- Effective user of applicable production system.
- Identify and recommend enhancements on systems.
- Ability to explain work schedule to departments/parties and assist in motivating the execution of work schedule. Ability to change behaviour of department/parties to align with production system/work schedule requirements.
- Adhere to SHERQ, legal standards and procedures and timeously and accurately report SHERQ related observations and incidents.
- Work is always conducted with the necessary pride.
- Working hours are respected and adhered to.
- Sick leave and other benefits are not exploited.
- Aim to do work right the first time and except corrections by supervisor.
- Friendliness and helpfulness is portrayed in all transactions.
- A business-oriented culture is strived for.
- All work to be conducted in a cost-effective way.
- Own work is benchmarked against best practices.
- A continuous improvement attitude is followed.

The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996.

Remuneration: Remuneration will be based on a competitive all-inclusive flexible package. The successful candidate that conforms to all said requirements and experience will be appointed on this grading. Should the successful candidate not conform with all said requirements and experience, but is nonetheless regarded as suitable for appointment of the position, he / she will be appointed on a lower more appropriate grading should the requirements of this position support a developmental appointment according to the policy.

Housing: Black Rock Mine Operations intends to facilitate home ownership and alternative housing benefit options for its employees which is subject to the iKhaya housing policy.

Interested applicants are requested to submit their CV's with certified copies of qualifications to:

E-mail: recruitment1@brmo.co.za OR at the Main Guard House.

Please be advised that short listed candidates will be required to authenticate information provided in CV's.

Applications close on 29/07/2020

- Late applications will not be entertained.
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 21 days after the closing date, please consider your application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Limited reserves the right not to appoint.

FRAUD ALERT – Black Rock Mine Operations subscribes to ethical recruitment processes and therefore:

- **Will not ask for money in exchange of an application, medical assessment and interview or to be appointed.**
- **Will not put any personal contact details of individual recruiters on the advert as a form of communication or job application.**
- **Please use the allocated email address or designated hand delivery boxes at the mine to apply.**