



METAL ACCOUNTING COORDINATOR – D LOWER

Applications are invited from suitably qualified and experienced persons for the position of Metal Accounting Coordinator at Modikwa Platinum Mine Concentrator Plant, situated in the Eastern Bushveld near Burgersfort. The incumbent will report to the Technical Superintendent.

REQUIREMENTS

- Metallurgy or Chemical Engineering Degree
- At least two years' experience in Metallurgical Processing
- Presentation Skills
- Report writing
- Intermediate Level: People Skills
- Intermediate Level: Business Understanding
- Intermediate Level: Employee Relation
- Knowledge and proficiency on relevant modules on SAP
- Intermediate Level: Business Communications – Presentation and Report writing skills.
- Computer literacy including SAP – Microsoft office suite (Advanced Excel Skills)
- Valid driving licence Code 08

DUTIES AND RESPONSIBILITIES

- Effective administration of metal accounting and relevant SAP systems
- Effective data input, administration and interpretation of MINPAS/metal accounting system.
- Effective information transfer between laboratory and BA
- Information transferred with appropriate interpretation to centralized Anglo Platinum Systems.
- Compile accurate technical reports and statistical analysis
- Prepare ad-hoc reports for management or other information customers.
- Participate in required meetings
- Continuously liaise with the Technical Superintendent on plant operations, technical projects and improvements from technical perspective.
- Audit the metal accounting process regularly to ensure conformance to and understanding of standards
- Assist during poor plant performances
- Perform spot checks on pulp densities and mass measurement systems
- Communicate process problems to necessary people
- Effective two-way open communication with employees
- Develop a trusting and mutual respect relationship with internal and external service suppliers
- Keep up to date with developments in metal accounting systems
- Monitor trends in the plant and compare with best practices, if negative variations are found, identify and advise on solutions

- Compile periodic management reports
- Support the preparation of cost/benefit returns for improvement projects

WORK DESCRIPTION

Metal Accounting Co-ordinator is responsible for providing support to the Technical Superintendent to manage and continually improve the metal accounting system of the plant through implementing and maintaining effective administration and organisation systems. The focus and time span of the outputs of this role is a 1-year time frame. This role is also likely to be a SAP Systems User for Quality Modules and associated systems.

PACKAGE

The package will be in accordance with the Modikwa Platinum Mine package schedules.

APPLICATIONS

Applications to be made to Alinah Mohlala: (Email – alinah.mohlala@angloamerican.com) or Fax Number 086 732 8593.

CLOSING DATE

The closing date for all the applications is **08 May 2021**.

Please note that proof of educational qualifications (certified copies) should be attached to the application. Applications without these attachments will not be taken into consideration for this position. In the event that you do not hear from the Company within a period of 21 days after the closing date, your application shall be deemed to be unsuccessful. The CV's of unsuccessful applicants shall not be returned.

EQUITY STATEMENT:

Preference will be given to suitably qualified applicants from designated groups in line with the Employment Equity Plan and targets of the organization. **First preference will be given to women.**