



Standards Officer – C5

Applications are invited from suitably qualified and experienced persons for the position of Standards Officer at Modikwa Platinum Mine – Central Offices, situated in the Eastern Bushveld near Burgersfort. The incumbent will report to the Chief Safety Officer: Systems, Assurance & Governance.

REQUIREMENTS

- Grade 12 Numeracy and Literacy at NQF Level 4
- COMSOC 1 & 2 or SAMTRAC
- Tertiary education or qualification in administration
- Advantageous
 - Blasting Certificate and/or Trade Certificate
- Minimum of 3 - 5 years' experience in a Mining environment
- Computer literacy
- Procedural writing skills
- System auditing skills
- Thorough knowledge and understanding of the following:
- ISO 14001 and 45001
- Safety, Health, Environmental and Quality legislation
- Auditing of SHE management programmes
- Hazard identification & Risk Assessment

TECHNICAL WORK RESPONSIBILITIES

- Drafting of governance documents
- Ensure approval of governance documents
- Communicate governance documents
- ISO compliance
- Legal compliance
- Standard's meetings
- Monthly reports
- Agendas for standards meetings
- Coordinate Minute taking at standard meetings

WORK DESCRIPTION

The Standards Officer facilitates the process of drafting governance documentation and other relevant control documents according to the ISO and organisational requirements for mining, engineering and process areas. The incumbent is also responsible for setting up Standard's meetings, and facilitation and drafting of new documents as requested by the Standard's committees of the mining, engineering and process areas. The Standards Officer facilitates and drafts the governance documents according to the relevant requirements.

The incumbent is also responsible for the facilitation of reviewing sessions on standards, procedures, COP's and other relevant control documents as set out by the ISO requirements.

PACKAGES

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

APPLICATIONS

Applications to be made to Cecilia Maphanga – Human Resources Officer
(Email – cecilia.maphanga@angloamerican.com) fax No 086 – 585 6731

CLOSING DATE

The closing date for all applications is **14 July 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.**

POPIA Disclaimer: Modikwa complies with the Protection of Personal Information Act (POPIA)