

**African Rainbow Minerals Limited**  
**Machadodorp Works**

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MACHADODORP  
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## **CORPORATE SOCIAL RESPONSIBILITY AND STAKEHOLDER ENGAGEMENT SUPERINTENDENT (D-Lower)**

African Rainbow Minerals requires the services of a Corporate Social Responsibility Superintendent at their Machadodorp Operation

### **PURPOSE OF THE JOB**

- The purpose of this role is to execute the stakeholder engagement, community liaison and enterprise/supplier development strategy.
- The successful candidate will be expected to facilitate the operation's relations with all relevant stakeholders.
- Strategic management and planning of corporate social responsibility.

### **JOB REQUIREMENTS:**

- Grade 12
- Degree or Bachelor of Technology (NQF Level 7); Business Management / Social Science Development / Development Economics (Required).
- Honours Degree (NQF Level 8); Social Science Development / Development Economics (advantageous).
- A Business Management qualification would be an advantage.
- Knowledge of governance legislation and practices.
- 10 years mining industry experience, liaison and networking experience; 5 years of which are in a Managerial role dealing with stakeholder liaison / networking/social facilitation.
- Valid driver's license (Code 08).
- Computer literate including MS Office programmes.
- Physical Fitness Certificate.
- 5-10 Years' community development / small business development experience.
- Ability to communicate, motivate and build relationships at all levels in the organization.
- Ability and knowledge in dealing with Community and External Stakeholders.
- Proven community project management experience.
- Stakeholder management experience.
- Knowledge and experience of municipalities' Integrated Development Plan processes and consulting experience.
- Good written / verbal communication skills including presentation skills / public speaking to groups on sensitive matters.
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**Directors:** Dr PT Motsepe (Executive Chairman), VP Tobias (Chief Executive Officer), F Abbott\*, TA Boardman\*, AD Botha\*, JA Chissano (Mozambican)\*, WM Gule\*, B Kennedy\*, AK Maditsi\*, TTA Mhlanga, PJ Mnisi\*, DC Noko\*, B Nqwababa\*, Dr RV Simelane\*, JC Steenkamp\*  
(\*Independent Non-executive)

**Group Company Secretary and Governance Officer:** AN D'Oyley (Canadian)

- Excellent understanding of the diverse cultural geography in South Africa including cultural sensitivities.
- Integrity and trustworthiness (practical experience in identifying and avoiding bribes and corruption).
- Knowledge of tender processes and supply chain management concepts.
- Demonstrated experience in conducting business, investment analyses, and capital budgeting and sufficient evidence on how the results were used to develop potentially viable business ideas and subsequently tangible businesses.

## **JOB RESPONSIBILITIES**

- Strategic management and planning of corporate social responsibility social capital invested through development initiatives (which includes Corporate Social Investment (“CSI”); Local Economic Development (“LED”) and Enterprise Development (“ED”) and adhering to regulatory compliance.
- Socio-economic development and DTI codes/BBBEE Audit process experience.
- Develop and oversee the implementation of socio-economic development strategies, policies and socio-economic development projects.
- Develop and implement a sound communication strategy and ensure effective internal and external communication.
- Annual budget planning & target setting to meet different legislation requirements internal targets.
- Identify and manage ESD & SED projects to ensure the objectives and outcome of projects are aligned with the company's methodology, positively impacting operational environment, local economy and affected communities.
- Manage the on-going effort to identify, promote and enhance new and existing enterprise supplier development opportunities within the operational supply chain.
- Leading and initiating community engagement structures.
- Ensures consistent application and advice on community relations policies and commitments are managed.
- Community Engagement Communication and Relationship building; track and monitor feedback to all stakeholders.
- Social Risk Management.
- Social Incident Management.
- Emergency preparedness and response planning for community action.
- Manage the CSI funding application framework.
- Ensure governance requirements are in place and adhered to.
- Report on combined ESD/SED monthly, quarterly and annual reports.
- Facilitate development and oversee the implementation of SED strategy, policies and plans.
- Drive and coordinate the management and monitoring of SED projects.
- Manage allocation and expenditure of funds and monitor completion of projects within approved budget.
- Evaluate and provide feedback on the impact of SED strategies and policies and monitor consistent application thereof.
- Analysis of community needs through Socio-Economic audits and baseline studies.



- Stakeholder engagement including communities, municipalities and various government departments.
- Continuous improvement of community relations.
- Develop and implement communication and stakeholder engagement policy.
- Proactively analyse and interpret the external environment and events potentially impacting the business, and manage remedial actions to ensure the reputation of the business is not adversely affected
- Establish and maintain structured stakeholder engagement systems and channels.
- Represent the company at relevant forums and stakeholder events.
- Coordinates and directs communication activities for the organization with local stakeholders.
- Responsible for legislated and internal reports relating to Corporate Affairs.
- Manage issues affecting the local community, and seek opportunities, to protect and enhance corporate reputation.

### **PERSONAL ATTRIBUTES**

- Excellent business acumen
- Ability to work independently
- Excellent interpersonal skills
- Problem solving skills
- Ability to work under pressure
- Political Wokeness
- Excellent communication and interpersonal skills
- Attention to detail
- Demonstrate a high degree of honesty and integrity
- Constant face-to-face, telephone and electronic communication with all stakeholders
- Record keeping
- Report writing

Please be advised that the successful candidate will be appointed on the condition of being certified medically fit as per the Occupational Health and Safety Act 29/1996.

Preference will be given to suitably experienced and qualified Applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organization. The company reserves the rights to not fill the positions as advertised for whatso ever reason.

### **Interested candidates to submit their CV's in application clearly stating which position they are applying for to:**

By E-mail: [recruitment1@armmdw.co.za](mailto:recruitment1@armmdw.co.za)

**Closing Date:** 12 February 2024.

*By sending your CV to the email address on this advertisement you agree to:*

- *The processing of your personal information and sharing it with third parties for verifications.*
- *The exercising of your rights provided for by POPIA*

*All documentation received for the purpose of this advert will be dealt with in terms of the POPI as well as POPIA legislation.*

