

Career Opportunity Internal & External Advert

Bokoni Platinum Mines is an ARM owned mining operation situated on the eastern limb of the Bushveld Complex. This operation is planned to produce circa 400,000 oz per annum. Its project plan includes the construction of new **decline shafts with combined** capacity of 240,000 tons per month, a new concentrator plant, tailings storage facility and associated surface and underground infrastructure.

Applications are invited from suitably qualified and experienced persons for the position of **Communications Coordinator**. The position will be based at Bokoni Platinum Mines at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo.

Communications Coordinator (DL)

Purpose of the Job:

To formulate and execute the mines Communication strategy, which will foster effective information sharing between the business, internal and external stakeholders. To ensure effective communication is maintained as guided by the Communication strategy. To ensure the Company brand is visible. Custodian of events management for the mine.

<p>Job Requirements:</p>	<ul style="list-style-type: none"> • Grade 12. • BA Degree or BA Communications. • 3-5 Years relevant experience at a mining/resources company, incl. development of communication plan, budget management, communication project management, writing/editing, communication channel management, brand management. • Membership in a professional industry body will be an advantage. • Knowledge of safety regulations and a commitment to maintaining a safe working environment. • High proficiency in English language (understand, speak, read and write). • High proficiency in Microsoft 365 applications. • Certificate of Fitness. • Valid driving license Code 8.
<p>Job Responsibilities (will include the following but not limited to)</p>	<ul style="list-style-type: none"> • Communication Activities. • Develop and execute a communication strategy for the Bokoni Platinum Mines. • Determine clear communication objective for the Mine as well as measurable targets to determine if objectives are met. • Develop and execute communication plans for each of the different options of communication to internal and external stakeholders. • Give guidance on the best channels to use that will ensure that the message is clear and will enhance the Company's brand within the relevant areas. • Measure the effectiveness of the campaigns and channels and make recommendations on improvements. • Responsible to ensure that the Mine delivers clear communication that informs, engages and influences internal and external stakeholders. • Monitors the Company's Brand and ensure that it is maintained on all media platforms. • Inform employees through effective communication on mine initiatives as well as sharing success stories to ensure that all see the value of these initiatives.

	<ul style="list-style-type: none"> • Create a positive sentiment and buy-in from all. • Compile monthly and adhoc reports on communication initiatives. • Accountable for planning and project management of all events. • Plan for and execute all communication activities related to communication project including develop content, manage design/production of collateral by service providers, engage and manage media service providers, branding and event management. <p>Communication Channels</p> <ul style="list-style-type: none"> • Edit and publish content for communication channels and ensure content is up to date and relevant for employee audience. • Develop and implement editorial content plans for channels in support of and aligned to BPM communication campaigns/initiative. • Validate the content created for group internal/external communication channels, as required.
<p>Personal Attributes:</p>	<ul style="list-style-type: none"> • Verbal communication skills. • Written comprehension skills. • Listening skills. • Numerical interpretation skills. • Ability to establish and maintain relationships. • Networking • Business acumen.

Interested applicants are invited to apply on our B-Connect WhatsApp System at 087 250 2184 follow the prompts by no later than later than 12 March 2024. Please attach:

- Comprehensive updated CV
- Certified ID copies
- Certified copies of all qualifications

<p>Equity Statement:</p>	<p>Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organisation.</p>
<p>POPIA Disclaimer</p>	<p>By sending your CV to the email address on this advertisement you agree to:</p> <ul style="list-style-type: none"> • The processing of your personal information and sharing it with third parties for verifications. • The exercising of your rights provided for by POPIA. • To acknowledge that Bokoni Platinum Mines will keep the record of your personal information confidential.