

## Career Opportunity Internal & External Advert

**Bokoni Platinum Mine** 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 **Mine Overseer**. The position will be based at Bokoni Platinum Mine at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo.

### Mine Overseer DL (Klipgat Development)

#### Purpose of the Job:

To optimise the mining operation and to continuously improve current practices, methods, equipment and processes in order to exceed current production targets and reduce costs to the company and to ensure compliance of provisions of the Mine Health and Safety Act, Minerals Act and its Regulations.

<b>Job Requirements:</b>	<ul style="list-style-type: none"> <li>• Mine Overseer's Certificate</li> <li>• Valid First Aid Certificate.</li> <li>• At least 5 years' experience in a trackless mining environment.</li> <li>• Experience in narrow tabular ore bodies will be an advantage.</li> <li>• At least 3 year's Platinum experience.</li> <li>• Sound knowledge of the Mine, Health &amp; Safety Act as well as the Minerals Act.</li> <li>• Sound knowledge of Industrial Relations and the relevant Acts.</li> <li>• Insight into the Mining Charter.</li> <li>• Computer literacy.</li> <li>• Grade 12.</li> <li>• Post Matric Qualifications in Mining.</li> </ul>
<b>Job Responsibilities</b> (will include the following but not limited to):	<ul style="list-style-type: none"> <li>• Plan production with shift supervisors and oversee monthly measurements.</li> <li>• Provide resources required to maintain a safe and healthy work environment.</li> <li>• Monitor and authorise orders.</li> <li>• Ensure that budget constraints are met.</li> <li>• Monitor and follow up on break downs to reduce minimum delays.</li> <li>• Initiate and enforce corrective actions in line with disciplinary procedure.</li> <li>• Liaise with all relevant persons and departments about services required.</li> <li>• Control the distribution of equipment.</li> <li>• Promote reclamation and the use of reclaimed equipment and material.</li> <li>• Monitor overtime, stand-by and odd shifts.</li> <li>• Scrutinize labour utilisation.</li> <li>• Monitor daily and weekly production measurements and results and initiate corrective action.</li> <li>• Ensure that special instructions are implemented.</li> <li>• Ensure that operating standards and procedures are up to date and understood by the team.</li> <li>• Ensure continuous compliance to legal requirements.</li> <li>• Conduct health and safety meetings.</li> <li>• Co-ordinate safety and hygiene in the section.</li> <li>• Drive and control accident and incident investigation process.</li> <li>• Conduct risk assessments to eliminate, minimise and control risks.</li> </ul>

	<ul style="list-style-type: none"> <li>• Inspect underground conditions, report substandard operations/ conditions and enforce corrective action.</li> <li>• Scrutinize reports from service departments and take corrective action.</li> <li>• Oversee during breakdowns, emergencies or poor performance to co-ordinate support from other disciplines.</li> <li>• Communicate and pressure the resolution of process problems.</li> <li>• Prioritise and communicate defects to the appropriate department.</li> <li>• Liaise with experts for technical support requirements.</li> <li>• Contribute to operational planning process.</li> <li>• Support the management control of the operation.</li> <li>• Identify risks and threats to the processes proactively.</li> <li>• Ensure that management systems and practices are in place for effective business governance.</li> <li>• Scrutinize and countersign shift supervisor logbooks to meet legal requirements</li> <li>• Compile and submit daily activity reports.</li> <li>• Report on breaches and regulations.</li> <li>• Oversee accident and incident investigation reports.</li> <li>• Keep relevant records as required legally and by management.</li> <li>• Develop a trusting and mutual respect relationship with internal and external service suppliers.</li> <li>• Establishing effective methods to support two way open communication with all functional employees.</li> <li>• Participate in the training and development requirements of employees.</li> <li>• Ensure competency of employees for the work required.</li> <li>• Support the induction of new employees.</li> </ul>
<p><b>Personal Attributes:</b></p>	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Problem solving.</li> <li>• Ability to work under pressure.</li> <li>• Attention to detail.</li> <li>• Organised</li> </ul>

**Interested applicants are invited to submit their CVs by no later than 12<sup>th</sup> April 2024. Email: [Bokoni.Recruitment@bokoniplatinum.co.za](mailto:Bokoni.Recruitment@bokoniplatinum.co.za) with subject title Mine Overseer as reference along with the following attachments:**

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

<p><b>Equity Statement:</b></p>	<p>Preference will be given to suitably qualified local community applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organisation.</p>
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**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.
- To acknowledge that Bokoni Platinum Mine will keep the record of your personal information confidential.