

CAREER OPPORTUNITY

Two Rivers Platinum Mine is a joint venture between African Rainbow Minerals (ARM) (54%) and Impala Platinum (46%) and is managed by ARM. The operation is situated on the farm Dwarsrivier on the southern part of the eastern limb of the Bushveld Complex some 35 kilometres south-west of Burgersfort in Limpopo, South Africa.



Repair & Maintenance Buyer (GRADE: CL) Reference no: FIN/06/25 (Internal/External)

PURPOSE OF THE JOB

The Repair Buyer has to perform function within prescribed procedures and standards, and needs to optimise the work output within these.

REPORTS TO

- Technical Quality Analyst

MINIMUM QUALIFICATIONS

- Grade 12
- NQF level 6 qualification in purchasing management
- Computer Literacy and experience required and a valid code B/EB driver's

MINIMUM EXPERIENCE

- At least 1 years Supply Chain management experience with the mining industry.
- Very strong negotiation skills
- Experience in engineering offsite repairs and maintenance systems;
- Technical (mechanical) background would be an advantage

COMPETENCIES & REQUIREMENTS

- Good telephone, oral and written communication skills
- Must have a good understanding and knowledge of Rotable and Repair processes
- Must have good understanding and knowledge of tendering processes
- Familiarity with purchasing systems required.
- Experience of the Delta and Coupa ERP System will be an advantage

JOB RESPONSIBILITIES

- Negotiating competitive prices with suppliers and repairs delivery dates

Placing of Repair orders with suppliers;

- Recording of all offsite repairs;
- Assisting stores with "Ad hoc" functions
- Outsourcing of new suppliers, working hand in hand with Technical Quality Analyst
- Filing.
- Located suppliers, using sources such as catalogues and the existing database, and communicate with them to gather information about products to be ordered.
- Review and evaluate requisition orders in order to verify accuracy, terminology and specifications.
- Strict compliance with all the Procurement Procedures.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Prepare purchase orders and issued to suppliers;
- Respond to customers and supplier's inquiries about order status, changes and or cancellations.
- Expedite repair orders and deliveries to ensure prompt delivery. Ensure that the quality of the product is according to the required standards.
- Comply with Two Rivers Platinum code of conduct.

TERMS & CONDITIONS

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996. Applicants must be prepared to undergo certain job-related assessments, if required as part of the selection process. Credit, criminal and reference checks may be done by the Mine if deemed necessary.

EQUITY STATEMENT

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

POPIA DISCLAIMER

By sending your CV to the e-mail 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 TRP will keep the record of your personal information confidential.

ADDITIONAL INFORMATION

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to: recruitmentMD@trp.co.za
Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

Closing date: 21 April 2025

Our vision: Safe, Sustainable and Profitable Platinum

Visit our website on: www.trp.co.za

Follow us on LinkedIn: <https://www.linkedin.com/company/two-rivers-platinum-mine>



FRAUD ALERT

TRP subscribes to ethical recruitment processes. We will never:

- ◆ Ask for money in exchange for any application, medical assessment, and interview or to be appointed.
- ◆ Display personal contact details or cell phone numbers of individual recruiters on the advert as a form of communication or job application.