

## 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.



## PROJECT SCHEDULER

(GRADE: CU)

Reference no: ENG/324/25 (Internal/External)

### PURPOSE OF THE JOB

To create, maintain and monitor project schedules by ensuring timely completion and effective resource allocation.

### REPORTS TO

Project Manager

### MINIMUM QUALIFICATIONS

- Bachelor's degree in project management and / or engineering related degree

### Certifications:

- PMP (Project Management Professional)
- PMI - SP (Scheduling)

### COMPETENCIES & REQUIREMENTS

#### Software Proficiency:

- Advanced skills in MS Project are essential
- Advanced Microsoft Excel Skills
- Microsoft BI Skills
- Microsoft Office suite

#### Knowledge

- Understanding of mining operations, maintenance planning and capital management
- Excellent report writing and presentation skills
- Attention to detail
- Analytical thinker, energetic and flexible
- Power BI experience recommended
- Must be willing to travel and work onsite

### JOB RESPONSIBILITIES

#### Project Planning

- Develop and maintain detailed project schedules using tools like Microsoft Project, Primavera P6 or other scheduling software.
- Define project tasks, milestones and dependencies to create a comprehensive timeline.

#### Schedule Management

- Monitor project progress and update schedules regularly to reflect changes in scope, resources or timelines.
- Identify critical paths and potential bottlenecks in the project timeline.
- Ensure alignment between the project schedule and the overall project plan.

#### Resource Allocation

- Coordinate with resource managers to allocate personnel, equipment, and materials according to the project schedule.
- Optimize resource utilization to avoid overallocation or underutilization.

#### Risk Management

- Identify and analyse risks that could impact the project timeline.
- Develop contingency plans to mitigate delays and ensure project continuity.

#### Reporting and communication

- Generate regular progress report, grant charts and other visual aids to communicate project status to stakeholders.
- Conduct schedule review meetings and provide updates to project teams and leadership
- Highlight deviations from plan and recommend corrective actions.

TWO RIVERS  
PLATINUM

### 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: [recruitmentP@trp.co.za](mailto:recruitmentP@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: 30 June 2025**

Our vision: Safe, Sustainable and Profitable Platinum

Visit our website on: [www.trp.co.za](http://www.trp.co.za)

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



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- ◆ 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.

