

# COMMUNITY AND BUSINESS DEVELOPMENT COORDINATOR – D LOWER

## INTERNAL / EXTERNAL

Applications are invited from suitably qualified and experienced persons for the position of Community and Business Development Coordinator at Modikwa Platinum Mine. The incumbent will report to the SED Leader.

### REQUIREMENTS

- Bachelor's Degree or equivalent qualifications in relevant discipline (Supply Chain, Business Administration, Social Science or Finance).
- Minimum of 5 years' experience in Enterprise and Supplier Development (ESD) or Community Development in the mining industry.
- Demonstrated experience in ESD, SED and B-BBEE management within mining industry.
- Proven track record of managing and developing SMMEs and local enterprises through structured incubation or development programmes with a specific emphases on rural community development.
- Advanced Computer literacy (MS Office and SAP).
- Excellent verbal and written communication skills.
- Valid Certificate of Fitness (Red Ticket).
- Valid code 08 driver's license.

### WORK DESCRIPTION

The successful candidate will develop new enterprises with the communities and drive the development of local suppliers through projects that benefit the organisations social license and enhance the areas in which the business operates. The incumbent leads a team and positions the organisation as a progressive influence and respected business partner within the local community.

### PACKAGE

The package will be in accordance with the Modikwa package schedules.

### CLOSING DATE

The closing date for all applications is 18 June 2026.

### TECHNICAL WORK RESPONSIBILITIES

- Establish and execute a best practice Enterprise and Supplier Development model and lead tactical direction for the business area, co-creating and embedding policies, standards and processes.
- Research and benchmark socio-economic information about the region to inform projects and decisions.
- Capacitate local suppliers and ensure viable business development support programs and effective delivery management.
- Manage budgets and reporting against regulatory compliance frameworks (B-BBEE, Mining Charter, SLP).
- Leading and initiating multi-business and community forums.
- Ensure SED & ESD projects benefit the company social and sustainability license and enhance the areas in which the business operates
- Project management including in donor project budgets management, proposal development and monitoring and evaluation.
- Interface with government, tribal authorities, and community stakeholders in a mining context, with a clear understanding of the Mining Charter's requirements for host community engagement.

### APPLICATIONS

Interested applicants are requested to submit their CV's with certified copies of qualifications to:

Email: [Modikwacentralrecruit@modikwa.co.za](mailto:Modikwacentralrecruit@modikwa.co.za)



### TERMS AND 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.

Please note that proof of educational qualifications (certified copies) should be attached to the applications. Application without these attachments will not be taken into consideration for this position. In the event that you do not hear from the Company within a period of 21 days after the closing date, your application shall be deemed to be unsuccessful. Correspondence will only be limited to shortlisted candidates.

### EQUITY STATEMENT

Preference will be given to suitably qualified applicants from designated groups in line with the Employment Equity Plan and targets of the organisation. **First preference will be given to women.**

### POPIA DISCLAIMER:

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information for recruitment purposes and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that Modikwa will keep the record of your personal information confidential and for the specific purpose it was submitted.

Please Note: In the event that you fail to provide personal data relevant to application process or specific position you applied for, we may not be able to consider and process your application further.

