

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.



PLANNED MAINTENANCE CLERK (GRADE: B4) Reference no: ENG/358/26 (Internal/External)

PURPOSE OF THE JOB

To support the Planned Maintenance Officer in the execution of the planned maintenance and asset care management function in their areas of responsibility.

REPORTS TO

- Planned Maintenance Officer

MINIMUM QUALIFICATIONS

- Grade 12 or equivalent.
- Relevant Planned Maintenance Qualifications will be an advantage.
- Experience in an ERP system will be an advantage.
- Computer literate (MS Office).

MINIMUM EXPERIENCE

- Good communication skills in English.
- Accuracy and be able to work under pressure.
- Office Management experience will be an advantage

JOB RESPONSIBILITIES

- Capturing of pre-start checklists per meter reading on the DELTA system
- Create Requests for quotes from approved quotations
- Compile ad-hoc reports
- Assist Planned Maintenance Officer with weekly reports, if required
- Submit daily reports on relevant KPI & KPA's
- Printing and issuing of maintenance job cards.
- Closing, capturing and scanning in of maintenance work orders
- General Data capturing
- Filing
- Any other related administrative duties.

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 CVs 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: 11 June 2026

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.

