

Career Opportunity Internal & External Advert

Bokoni Platinum Mines is a mining operation situated in the Eastern Limb of the Bushveld Complex.

Applications are invited from suitably qualified and experienced persons for the position of **Contractor Management Coordinator**. The position will be based at Bokoni Platinum Mines at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo).

Contractor Management Coordinator C5

Purpose of the Job:

The successful candidate will be responsible for coordinating and overseeing contractor management processes, ensuring effective compliance with all legal, safety, operational, and contractual requirements across the operation.

Job Requirements:	• National Diploma or Degree in Human Resources, Business Administration, Supply Chain Management, Safety Management, Mining, or a related field. • Contractor Management, Project Management, Risk Management, or Compliance Management certification will be advantageous • Minimum of 5 years' experience in contractor management, compliance within the mining industry. • Experience with contractor onboarding, compliance monitoring, auditing, and reporting processes
Job Responsibilities (will include the following but not limited to):	• Coordinate the onboarding, induction, and compliance verification of all contractors and service providers. • Maintain a contractor management system and ensure contractor records remain accurate and up to date. • Facilitate contractor vetting and pre-qualification processes in line with company standards. • Monitor contractor compliance with Mine Health and Safety Act (MHSA), Occupational Health and Safety requirements, and company procedures. • Coordinate contractor access control processes and ensure all required documentation is in place before site access is granted. • Conduct regular contractor compliance audits and inspections and track corrective actions. • Compile contractor performance reports, compliance statistics, and management dashboards. • Facilitate contractor review meetings and assist in evaluating contractor performance against contractual obligations. • Support contract owners and line managers in managing contractor compliance risks. • Coordinate contractor training, induction, and awareness programmes. • Investigate contractor-related compliance deviations and recommend corrective actions. • Ensure contractor management processes align with company governance, risk, and legal requirements
Personal Attributes:	• Planning and organising • Attention to detail • Accountability • Problem-solving • Interpersonal effectiveness • Integrity and ethics • Stakeholder management

- Communication and influencing skills
- Results orientation

Interested applicants are invited to apply on our B-Connect WhatsApp platform at 060 014 4225 and follow the prompts by no later than 31 July 2026. Please attach:

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

Equity Statement:

Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organisation.

POPIA Disclaimer:

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 Mines will keep the record of your personal information confidential.