
Career Opportunity Internal & External Advert

Bokoni Platinum Mine is an ARM owned mining operation situated on the eastern limb of the Bushveld Complex. This operation is planned to produce circa 400,000 oz per annum. Its project plan includes the construction of new decline shafts with combined capacity of 240,000 tons per month, a new concentrator plant, tailings storage facility and associated surface and underground infrastructure.

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

Engineering Clerk (B4)

Purpose of the Job:

To provide an administrative support to the Engineering Production Section

Job Requirements:	<ul style="list-style-type: none">• Grade 12 for all new applicants• Grade 10/AET Level 4/NQF Level 1 for all previously retrenched Bokoni Platinum Mines employees• Experience in Planned maintenance system Data Capturing will be advantageous• Computer literate (MS Office)• Knowledge of Engineering Equipment and processes• Good communication skills in English• Accuracy and be able to work under pressure
Job Responsibilities (will include the following but not limited to):	<ul style="list-style-type: none">• General Data capturing• Manage and maintain a Filing system• Any other related administrative duties• Capturing of checklists• Assist with all planning / engineering clerk duties when needed.• Relieving the planning / engineering clerk when needed• Any ADHOC administrative duties
Personal Attributes:	<ul style="list-style-type: none">• Excellent communication and Interpersonal skills• Problem solving.• Ability to work under pressure.• Ability to work independently.• Attention to detail.• Organised

Interested applicants are invited to submit their CVs by no later than 31 October 2023 Email: Bokoni.Recruitment@bokoniplatinum.co.za with subject title Engineering Clerk–26/10/2023 as reference.

- Comprehensive updated CV
 - Certified ID copies
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- 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 Mine will keep the record of your personal information confidential.
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