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## 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 **Control Room Coordinator**. The position will be based at Bokoni Platinum Mine at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo.

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### Control Room Coordinator (C2)

#### Purpose of the Job:

To ensure and maintain a safe, healthy, and productive work environment

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#### Job Requirements:

- N4: Engineering Relevant (Essential/Minimum)
- Skills Program: Competent Person B (Essential/Minimum)
- National Diploma (Relevant) (Recommended/Desirable)
- Skills in Microsoft Office Suite – Word, Excel, PowerPoint, Access and Outlook
- Psychometric Assessment
- Certificate of Fitness
- Relevant job-specific experience in hard rock mining environment (5 years)
- Familiarisation with basic functions of engineering equipment (Intermediate)
- Computer literate (Microsoft)

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#### Job Responsibilities (will include the following but not limited to):

##### Control Room Operations

- Manage, control, coordinate, and administration of all relevant activities including: Handover process before commencement of shift
  - Management reporting on all operations (In real time updates)
  - Reporting on production related information via capturing interface for entire shift duration
  - General office administration
  - Submitting daily production report, ensuring accuracy of data captured
  - Reconciliation of daily production
  - Control of transport (Key control) for people and equipment to and from areas of
  - Monthly summaries regarding production figures, conveyor delays and utilisation of production, machines, and sections
  - Ensure quality and accuracy of reports.
  - Hourly communication of critical production performances and equipment availability.
  - Provide support during emergency and act as minutes keeper and communication.
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	<ul style="list-style-type: none"> <li>• Identify production improvement opportunities and track progress on suggestions.</li> <li>• Create breakdown works orders and breakdown requisitions.</li> <li>• Monitor water balance and report abnormality for investigation.</li> <li>• Monitor fire detection and suppression system and respond.</li> <li>• Monitor gas detection system and report abnormality.</li> <li>• Aid during blasting with the blasting system.</li> <li>• Assist with T&amp;A clearances for blasting in identifying and contacting persons supervisors that did not clock out.</li> <li>• Observe, all real time monitoring devices (such as CO sensors), pumps, dam levels, belts, silo levels, weight meters and report accordingly.</li> <li>• Coordinate timeous reporting of accidents and incidents according to the correct procedure.</li> <li>• Remote operation of automated process according to operating procedures (Belts, pumps etc where applicable)</li> </ul> <p><b>Effective People Management</b></p> <ul style="list-style-type: none"> <li>• Manage and plan activities of sub-ordinates to ensure effective job outputs and process flow</li> <li>• Provide clear instructions and feedback to subordinates and check understanding before execution</li> </ul> <p><b>Operational Support</b></p> <ul style="list-style-type: none"> <li>• Monitor process weather conditions, underground gasses, and process</li> <li>• Co-ordinate all relevant after-hours operations such as: Logistical supply of spares and equipment</li> <li>• Assist shaft clearance and asset tracking</li> <li>• Handle accident procedure</li> <li>• Update plans and procedures in board/control rooms</li> <li>• Monitor telemetry alarm/fan stoppage and follow procedure.</li> <li>• Liaise with relevant parties regarding breakdowns and request</li> <li>• Produce 24hr availability and utilisation reports.</li> <li>• Update dashboards for production meetings</li> </ul> <p><b>Safe and Healthy Work Environment</b></p> <ul style="list-style-type: none"> <li>• Maintain and ensure a healthy environment, safe operations practices, ensuring compliance with all applicable Safety Health and Environmental</li> <li>• (SHE) policies procedures in line with set standards</li> <li>• Encourage a culture that focuses on safety in all operations.</li> <li>• Address all unsafe practices or potential hazardous situations, rectify and report to superior</li> <li>• Comply with SHE and technical requirements.</li> <li>• Always wear applicable Personal Protection Equipment (PPE)</li> </ul>
<b>Technical Work Responsibility</b>	<ul style="list-style-type: none"> <li>• Manage bulk maintenance during monthly shutdown periods.</li> <li>• Manage breakdown and ad hoc maintenance to minimise downtime.</li> </ul>

- Implement the maintenance in accordance with maintenance schedules paying careful attention to deadlines and budget control.
- Oversee all maintenance and repair work, ensuring adherence to health & safety standards, to:
  - Plant
  - Instrumentation
  - Electrical
  - Mechanical
  - Earthmoving Equipment & Mobile Machinery
  - Housing
- Participation in the planning of engineering and construction projects
- Manage and coordinate all engineering maintenance planning and record keeping

#### **Administration**

- Give input into the monthly Engineering reports.
- Prepare the standby duty roster and ensure that it's adhered to.
- Assist in the development of written maintenance Standard Operating Procedures (SOP).
- Provide input into Engineering budgets for both maintenance work and specific projects.
- Ensure strict cost controls relative to expenditure against budget.
- Keep planned maintenance system up to date.
- Keep machinery records up to date including the warranty claims.

#### **Stakeholder engagement**

- Manage internal relationships including continuous communication regarding availability of stock and non-stock items.
- Develop and maintain relationships with contractors.

#### **People Management**

- Set KPA and monitor performance and output of maintenance crews.
- Monitor and enforce discipline in accordance with company policies and procedures.
- Provide guidance and training to develop maintenance team.

#### **Health & safety management**

- Participate actively in the health & safety programme.
- Ensure that the correct PPE is used where required.
- Ensure housekeeping and cleanliness in all areas.
- Report all incidents or accidents.

**Personal Attributes:**

- Proficiency in data analysis and statistical software, such as MS Office, MS Projects, CAD, Minitab, MATLAB, etc.
- Ability to work independently and in teams, with strong communication and problem-solving skills
- Interpersonal skills
- Attention to details.
- Creative and can multitask.
- Financial acumen
- Insightful and sees the bigger picture.
- Assertive and goal orientated.
- Organised

**Interested applicants are invited to submit their CVs by no later than 10 November 2023 Email: [Bokoni.Recruitment@bokoniplatinum.co.za](mailto:Bokoni.Recruitment@bokoniplatinum.co.za) with subject title Control Room Coordinator – 03/11/2023 as reference.**

- 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 Mine will keep the record of your personal information confidential.