



INTERNAL VACANCY

VACANCY	SUPERVISOR : REFINERY (SERVICE YARD)	DIVISION	REFINERY
TYPE OF EMPLOYMENT	PERMANENT	CLOSING DATE	
GRADE	C-LOWER	17 MAY 2019	

PURPOSE OF THE POSITION

- ✓ The purpose of this role is to effectively manage the Service yard, equipment and recovery of precious metal in the deferent streams in the Service yard area.
- ✓ Managing and leading the operational staff by ensuring that all company procedures and policies are adhered to. Ensure process reporting is accurate and up to date. Report plant overall effectiveness (downtime, performance and quality) issues timeously to Foreman.
- ✓ Ensure that SHEQ and quality standards are adhered to, that the employees are correctly trained and that budgets are adhered to.

MINIMUM QUALIFICATION

- ✓ Preference will be given to a candidate that has a completed matric certificate and tertiary qualification-National diploma in Extractive Metallurgical or Chemical engineering

SKILLS AND ATTRIBUTES

- ✓ Computer literacy-SAP and MS office,
- ✓ Good communicating skills (verbal and written)
- ✓ Report deviations of the equipment immediately to foreman.
- ✓ Able to identify and solve challenges
- ✓ Hazard awareness and identification
- ✓ A high moral code of conduct
- ✓ Able to remain calm during challenging situations.
- ✓ Able to think clearly and logically in work and challenges.
- ✓ Able to work consistently from day to day.
- ✓ Expected to work overtime, shift and be flexible as per operation demand.

KNOWLEDGE AND EXPERIENCE

- ✓ Preference will be given to a candidate with up to and 5 to 8 years' experience within a manufacturing/chemical processing plant environment.
- ✓ Knowledge of gold refining processes (technical and troubleshooting)
- ✓ Equipment knowledge – Fault detection abilities.
- ✓ Understanding of the Refinery processes hazards and risks.
- ✓ Business knowledge - A good understanding of company business and policies and procedures.
- ✓ The ability to make processes more efficient.

- ✓ Able to interpret and explain variances and deviations.
- ✓ SHEQ knowledge- able to able to adhere specified standards.

MAJOR RESPONSIBILITIES

PRODUCTION TARGETS & DELIVERABLES

- ✓ Perform daily planning to ensure that all staff are effectively deployed and that the processes are running smoothly.
- ✓ Ensure that all precious metals are recovered in the Service Yard from effluent, scrubber and cementation process streams.
- ✓ Conduct and report on small scale process improvement trials.
- ✓ Ensure that all monthly stock takes are performed accurately and timeously.
- ✓ Assist with the auditing process by preparing paperwork and adding valuable input where required.
- ✓ Play an active role in achieving departmental targets.
- ✓ Identify any improvements that may be effected to the productivity of the plant in control.
- ✓ Supervise staff accordingly and a ensure that the T&A for payroll is complete and contractors are supervised and trained to work in the Refinery process areas guided by all company policies and procedures.
- ✓ Address and supervise all SHEQ issues by ensuring correct signage is visible.
- ✓ Manage the consumable stock and inventory in the production area and ensure that preparation for stocktake is effective and that there is optimum recovery of metal.
- ✓ Ensure 100% of all sweeps and sludge's is recovered in the service yard from effluent, scrubbers and cementation.
- ✓ Expected to work overtime and be flexible to work on a rotational shift.
- ✓ Housekeeping standards are maintained at high levels in the service yard area.

PEOPLE MANAGEMENT

- ✓ Ensure culture of working as a team to maximise Service yard performance.
- ✓ Ensure an effective transfer of skills within the department.



- ✓ Compliance to labour relation act to ensure a safe working environment for employees.
- ✓ Perform PJOs or P.T.Os on subordinates to ensure that procedures are still followed for each task.

OPERATIONAL EFFICIENCIES

- ✓ Drives timeous and accurate reporting through production logs and performance feedback on a daily basis.
- ✓ Willingness to assist the refinery team to melt recovery at the refinery furnace when required.
- ✓ Ensure that daily production targets are achieved and feedback is provided to the supervisor.
- ✓ Ensure all sweeps sludge's are safely collected.
- ✓ Ensure safe storage of material in bags and assist with stock take preparations.

SAFETY COMPLIANCE

- ✓ Implement methods & suggestions from the supervisor(i.e. waste reduction, productivity and cost management)
- ✓ Correctly adhered to SHEQ and operational procedures for the department are 100% adhere to.

SHEQ

- ✓ Ensure that there is full compliance with the SHEQ procedure for people and equipment and product.
- ✓ Ensure compliance with the regulatory requirements and assist with auditory processes.
- ✓ SHEQ management and monitoring for the areas of responsibility.
- ✓ Ensure that safety record is maintained at ZERO LTI, environmental standards complied with and SHEQ lifestyle is visible.
- ✓ Report incident and near misses timeously.

QUALITY

- ✓ Ensure all scrubbers systems are running between 9 and 12 Ph.
- ✓ Ensure that all scrubbers are correctly filled with solution.
- ✓ Ensure all cooling towers are correctly filled with chemicals.

SALARY

- ✓ Salary and benefits will be negotiated in line with relevant experience and qualifications.

APPLICATION PROCESS

- ✓ Applications are to be submitted in writing on the approved internal vacancy application form, (CV's may be attached) and forwarded to: Nonkululeko Simelane, nonkululekos@gold.co.za, HR Department.
- ✓ Kindly provide proof of qualifications and experience.
- ✓ Consideration will be given to the Rand Refinery employment equity policy as part of the selection process. Please note that should your application be unsuccessful, you will be notified in writing.