



INTERNAL VACANCY

VACANCY	PROCESS LEADER : SMELTER SAMPLING	DIVISION	TECHNICAL ASSURANCE
TYPE OF EMPLOYMENT	PERMANENT	CLOSING DATE	
GRADE	D-LOWER	15 APRIL 2019	

PURPOSE OF THE POSITION

- ✓ The purpose of this role is to ensure high quality, timely, consistent and representative sampling of customer material as well as internal material handled through smelter sampling.
- ✓ The position holder is responsible for setting targets, process improvements, control over budgeting, ensure compliance to quality and safety standards.
- ✓ The position holder is responsible to establish, manage and execute strategic and operational plans effectively and consistently.

MINIMUM QUALIFICATION

- ✓ Preference will be given to a candidate that has a completed matric certificate and a tertiary qualification, BTech in Extractive Metallurgy/Chemical Engineering.
- ✓ Preference will be given to candidates in possession of a management development programme certificate.

SKILLS AND ATTRIBUTES

- ✓ Good communication skills
- ✓ Planning and organising skills
- ✓ Conflict management
- ✓ Fault management
- ✓ Interpersonal skills.
- ✓ Proficient computer skills- word, email, excel, SAP, LIMS.
- ✓ Good networking skills.
- ✓ Training skills - Can identify training needs and execute knowledge transfer effectively.
- ✓ Delegation skills - Able to effectively, clearly delegate work to staff. Management skills - The proficient use of resources, knowledge and staff.
- ✓ Motivational skills - Able to motivate people into a positive state of awareness.
- ✓ Ability to communicate technical data in an understandable manner.
- ✓ Carry out technical investigations and report writing.
- ✓ Ability to improve processes and make them more efficient.
- ✓ Ability to identify and solve problems.

- ✓ Self-starter, work without supervision and ability to lead teams.
- ✓ Ability to coach and mentor.
- ✓ Ability to remain calm during challenging situations.
- ✓ An honest, high moral code of behaviour and conduct.
- ✓ Team management: Be a team player and also have the ability to lead a diverse team.

KNOWLEDGE AND EXPERIENCE

- ✓ Preference will be given to a candidate with 8-10 years of experience with a metallurgical sampling and refining environment with at least 2 years within a middle management position.
- ✓ In depth assaying knowledge.
- ✓ Sampling and preparation knowledge - Able to apply and monitor analytical principles effectively
- ✓ Analytical principles knowledge - Understand how milling and screening of materials is conducted
- ✓ Milling and screening of particular materials - Understand these metals and their components
- ✓ Thorough understanding of physical and chemical properties of Gold and Silver.
- ✓ Working Knowledge and application of the AMIRA code.
- ✓ Weighing techniques and principles - Know all of the relevant equipment used and how to check for faults
- ✓ Good knowledge of sampling equipment - How gold is distributed in differing materials and states
- ✓ Knowledge of the distribution of gold in particular materials - Understand and analyses statistical data.
- ✓ Thorough understanding of SHE principles and hazard identification. Ensure compliance to SHEQ standards.

MAJOR RESPONSIBILITIES

OPERATIONAL EFFICIENCY

- ✓ Manage and execute effective planning to ensure that work is achieved on time and correctly.
- ✓ Authorise information released from the plant through certificate generation for the relevant



products including the mineral content and values.

- ✓ Monitor system statistics effectively such as how often systems fail, why they fail and offer mechanisms on how to address these challenges.
- ✓ Monitor quality and process control, ensuring that all procedures are executed correctly and that quality standards are adhered to.
- ✓ Monitor and control the daily target requirements to ensure that work is proceeding as scheduled.
- ✓ Lead operational planning in alignment with the organisational strategy by adhering to good sampling practice, external organisational comparativeness, and fit for purpose procedures - Systems and practices that are aligned to company strategy.
- ✓ Maintain high security and minimise risk by effecting key control procedures, the lock up and registration of high value deposits and surveillance procedure implementation.
- ✓ Ensure that deposits to be sampled through Rand Refinery and educate customers on the procedures and the time involved in assaying correctly.
- ✓ Releasing of smelter deposits.

SHEQ

- ✓ Keep LTI record at zero and minimise MTI and FA cases and prevent repetitive non-conformances.
- ✓ Ensure statutory training and ISO systems are maintained.
- ✓ Take a proactive approach to address safety concerns in Smelter Sampling.
- ✓ Support SHEQ initiatives.
- ✓ Maintain high housekeeping standards.
- ✓ SHEQ implementation and adherence to procedures, ensuring that all staff are compliant with the required standards.

TECHNICAL INVESTIGATION

- ✓ Carry out technical investigations and report writing.
- ✓ Ability to communicate technical data in an understandable manner.

PROCESS OPTIMISATION

- ✓ Ability to improve sampling processes and ensure efficiency.

PEOPLE MANAGEMENT

- ✓ Ability to coach and mentor.
- ✓ Delegation skills - Able to effectively, clearly delegate work to staff.
- ✓ Ensure training and development of subordinates as well as succession planning

COST AND BUDGET MANAGEMENT

- ✓ Management of the Smelter Sampling budgets both operating and capital budgeting.
- ✓ Actively seek opportunities to save costs by 10%.

AUDIT AND COMPLIANCE

- ✓ Ensure compliance during audits.
- ✓ Address non-conformances timeously.

STOCKTAKE

- ✓ Ensure proper planning and execution of duties and tasks in preparation for stocktake.
- ✓ Perform daily, monthly and bi annual duties in preparation for stock evaluation and metal balance control.

- ✓ Ensure thorough clean-up of all equipment prior to stocktake.
- ✓ Aim for zero stock for quarterly stocktakes.

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.