



INTERNAL VACANCY

VACANCY	PROJECT (PROCESS) ENGINEER	DIVISION	PROJECTS: REFINERY & FABRICATION
TYPE OF EMPLOYMENT	FIXED TERM (12 MONTHS)	CLOSING DATE	
GRADE	C UPPER	15 APRIL 2019	

PURPOSE OF THE POSITION

The purpose of the position is to focus on specific Refinery and Fabrication Business Unit projects to develop process design packages, manage capital budgets, execute projects and manage capital projects.

MINIMUM QUALIFICATION

Preference will be given to candidate with a completed matric and BSc Engineering or B Engineering Degree in Chemical Engineering

SKILLS AND ATTRIBUTES

- ✓ Advanced, proficient computer literacy of MS Word, MS Excel, MS Project, SAP
- ✓ Conflict management
- ✓ Interpersonal skills
- ✓ People networking skills
- ✓ Focus on results through quality and safety awareness, managing work, planning and organising, decision making and customer focus.
- ✓ Express potential through adaptability, applied learning, initiating action, innovation, impact and work standards.
- ✓ Interact effectively through communication at all levels, building relationships, negotiation and gaining commitment.
- ✓ Achieve goals by aligning performance for success, developing others, facilitating change, monitoring information, inspiring others, meeting leadership and participation and follow up.
- ✓ The incumbent must be results orientated, driven, dedicated, committed, passionate and prepared to go the extra mile to make a difference.
- ✓ Management skills: The proficient use of resources. The incumbent must have self-discipline, be honest, reliable and act independently, with minimal supervision,
- ✓ Trouble shooting skills: Able to diagnose and analyse process problems in plants. Be familiar with materials processing.
- ✓ Report writing skills: Able to produce reports that are timely, accurate, succinct and relevant.
- ✓ SHERQ knowledge: Be conversant with all local and international statutory limits. Engage with

SHERQ throughout the lifecycle of the project i.e. project initiation to execution.

- ✓ 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 minimum of up to 5 years working experience in process and fabrication plants, of which at least 3 years project management or project engineering experience.
- ✓ In depth experience in development of process design packages.
- ✓ Project execution and management knowledge.
- ✓ Refining Process plant knowledge- Good knowledge of processing plants, equipment, sampling and assaying.
- ✓ Familiarity with different materials processing and understand chemistry of materials and ease of processing.
- ✓ Working knowledge of management of suppliers or service providers such may include SME, Consultants, specialist, EPCM and OEMs for both technical and commercial matters on projects.
- ✓ Undertaking/Managing feasibility studies

MAJOR RESPONSIBILITIES

RESOURCE PLANNING AND EXECUTION

- ✓ Understand and ensures compliance with process industry standards, ISO standards and Health, Safety and Environmental standards.
- ✓ Deliver projects on-time and within budget meeting all quality standards.
- ✓ Provide timeous and accurate cost recovery reports.
- ✓ Participate in workshops as part of continuous improvement program focusing on the following: process improvements, training operation team and plant optimisation strategies.

PROJECT MANAGEMENT

- ✓ Develop budgets, project schedules, WBS and project execution strategies.
- ✓ Develop project business cases indicating how the project will improve Refinery and Fabrication business unit.
- ✓ Develop front end engineering.



- ✓ Develop project management documentation (Charter, Scope, End User Requirements and Decision Register).
- ✓ Undertake project costing and NPV.
- ✓ Comply with project governance and procurement procedures.
- ✓ Maintain alignment of project teams with Refinery business unit objectives.
- ✓ Manage relationships with contractors, suppliers, internal and external stakeholders.
- ✓ Evaluate and manage project risks and contingency plans in addition to process safety related risk management.
- ✓ Report on the capital execution plan to Management.
- ✓ Manage multiple projects internally or through EPCM companies.
- ✓ Review and generate documentation for Contracts.
- ✓ Deliver projects on time, within budget and meeting customer expectations.

ENGINEERING DEVELOPMENT

- ✓ Design and commissioning of capital projects to comply to legal and end user requirements.
- ✓ Develop the process related engineering packages: Mass balance, PFD, P&ID's, PDC, process descriptions, control philosophy narrative, datasheets, equipment sizing, and scope of work. Process package to be developed in accordance to best engineering practices.
- ✓ Apply value engineering.
- ✓ Facilitate HAZOPs, design review and risk assessment (best engineering standards, legal requirements and ISO compliance).
- ✓ Liaise with C&I, Electrical and Piping/Mechanical disciplines.
- ✓ Undertake pre-feasibility and feasibility studies or outsource and manage these studies by utilising SME (subject matter experts), consultants and specialist.
- ✓ Generate QCPs and undertake FAT.
- ✓ Generate Technical reports.

STAKEHOLDER ENGAGEMENT

- ✓ Develop, nurture and sustain strong partnerships with internal and external stakeholders. Maintain relationship with alliances and continuously test ideas with them.
- ✓ Generate progress reports and facilitate stakeholder meetings.
- ✓ The incumbent will also liaise with Refinery process engineers and other operation staff to obtain process data, requirements and documentation.

REPORTS AND PRESENTATIONS

- ✓ Develop models for data collection, profitability models, complete business cases and trade off study documents for information sharing with EXCO and Senior Management.

PROCESS OPTIMISATION

- ✓ Drive projects identified by the Refinery to reduce variable and fixed cost.
- ✓ Manage improvement Projects.

RESEARCH AND DEVELOPMENT

- ✓ Perform process improvement studies at the beginning of a project.
- ✓ Investigate latest process technologies.

PEOPLE MANAGEMENT

- ✓ Manage contractors during the project execution phase.
- ✓ Train operators during handover of new plants.

HEALTH AND SAFETY

- ✓ Ensures that GMP encompassing safety standards are adhered to.
- ✓ Complies with and ensures that all health and safety rules are met and acts proactively by addressing any safety concerns which may be harmful to self or other employees.

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.