



VACANCY

VACANCY	FOREMAN SMELTER PRIMARY PROCESSES	DIVISION	SMELTER
TYPE OF EMPLOYMENT	PERMANENT	CLOSING DATE	
GRADE	C-UPPER	8 OCTOBER 2021	

PURPOSE OF THE POSITION

- ✓ The purpose of the position is to manage the Smelter primary processes day-to-day operational activities and ensure proper management of metals within the primary process circuits.
- ✓ The management of the activities are broken into the following key areas :
- ✓ Ensures that the employees are properly developed and trained to conduct operational tasks effectively.
- ✓ Production breakdowns and RCAs are investigated to identify and correct the root cause. Job cards are in place for any breakdown of the Arc Furnace, BBOC, Lead kettle and Induction furnace operations.
- ✓ Execution of the tasks related to the production plan for the AF, BBOC, Lead kettle & Induction furnace.
- ✓ Ensure that safe operation and adherence to all company and operational procedures to optimise first pass recovery and cost effectiveness.
- ✓ Accountability to ensure that the smelter primary processes are aligned with and support the business unit strategy and deliver on the business unit goals.
- ✓ Accountable for all stock within the storage locations of the primary processes and to ensure that all material is accounted for.
- ✓ Improving production efficiencies by ensuring that the availability and utilisation of assets is optimised.
- ✓ Legal appointment as per the Occupational Health and Safety Act and ensure that SHEQ and quality standards are adhered to.
- ✓ Manage operational consumables, PPE, overtime and inventory to ensure the lowest operational cost incurred in line with the annual production plan.

MINIMUM QUALIFICATION

- ✓ Preference will be given to candidates with completed matric and metallurgical background.

SKILLS AND ATTRIBUTES

- ✓ Proficient computer literacy of MS Word, MS Excel, SAP and Internet
- ✓ Communication skills- Able to communicate technical knowledge to others.
- ✓ Conflict management
- ✓ Fault detection skills.
- ✓ Interpersonal skills.
- ✓ Good networking skills.
- ✓ Training skills.
- ✓ Administrative skills- Able to effectively manage the administrative paperwork required.

KNOWLEDGE AND EXPERIENCE

- ✓ Preference will be given to a candidate with and up to 5-8 years' experience in smelting and/or other pyro metallurgical operations. within a manufacturing environment.
- ✓ Production knowledge-Understand the primary processes production parameters.
- ✓ Equipment knowledge- Fault detection abilities.
- ✓ SHEQ and radiation knowledge- Able to adhere to specified standards.
- ✓ OEE knowledge- Understand the equipment
- ✓ Thorough mechanical knowledge- Able to diagnose faults.
- ✓ Arc, BBOC & induction furnace knowledge- thorough understanding of equipment
- ✓ Metal accounting and management of inventory.
- ✓ Scheduling knowledge- Able to effectively schedule work for others.
- ✓ Knowledge of SCADA operation.
- ✓ Risk management and RCA, 5-Why tools.
- ✓ Metal accounting and management knowledge.



- ✓ Understanding of sampling and assay and the impact on metal efficiencies.

MAJOR RESPONSIBILITIES

RESOURCE PLANNING AND EXECUTION

- ✓ Ensure that all faults are reported to the maintenance department on time to minimise downtimes.
- ✓ Ensure that all job cards are completed and that the work is planned to reduce impact to production.
- ✓ Adhere to the production schedule to minimise poor metal efficiencies, high inventory and poor quality product.
- ✓ Manage overtime, stock verifications and callouts to reduce negative impact to Smelter profitability.

PEOPLE MANAGEMENT

- ✓ Manages labour relations by:
- ✓ Ensuring that all employees under control are full conversant with IR procedures and policy.
- ✓ Instilling a culture of resolving employee relations issues through Rand Refinery procedures.
- ✓ Assess labour requirements and train, develop, implement and monitor succession-planning principles.
- ✓ Plans appropriate employee training and development, in order to ensure the continued and smooth operation of the department.
- ✓ Ensure employees are properly trained and competent on necessary mobile & operational equipment's & ensure that all planned task observations are conducted. Ensure that the shift runs smoothly.
- ✓ Manage overtime and breakdowns effectively for profitability of the business unit.

OPERATIONAL EFFICIENCIES

- ✓ Ensures maximum throughputs across the arc furnace, BBOC, Lead kettle and Induction furnace to achieve the smelter financial year targets.
- ✓ Provides adequate troubleshooting within primary process through checking & validating SCADA parameters.
- ✓ Drives timeous and accurate reporting through production logs & performance feedback on shift basis.
- ✓ Co-ordinate that all by-products generated are weighed and sent for sampling for metal balance purposes.
- ✓ Ensure that all faults are reported to the maintenance department within 1 hour of the fault being identified.
- ✓ Supervise and ensure that daily production targets are achieved as per production plan.
- ✓ Ensure that production reports are completed swiftly for all processes and submitted to the process leader.

- ✓ Deliver dore to maximise metal transfers to the refinery thereby reducing the Smelter inventory.
- ✓ In charge of securing of metals and assets through ensuring full compliance to security procedures
- ✓ Conduct stock verifications as per procedure and ensure that all materials produced or consumed are recorded and transacted on SAP.
- ✓ Ensure optimal electrode and flux consumption.

RESEARCH AND DEVELOPMENT

- ✓ Assist Process leader with improvements & recommendations to maximise plant utilisation with minimal metal losses
- ✓ Implements methods that enhance cost saving initiatives (i.e. efficiency, waste reduction, productivity, cost management.)

HEALTH AND SAFETY

- ✓ Ensure that there is full compliance with the SHEQ procedures for people.

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 Gift Hlongwane, gifthgold.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.