



INTERNAL VACANCY

VACANCY	SHIFT SUPERVISOR: SECONDARY PROCESSES	DIVISION	SMELTER
TYPE OF EMPLOYMENT	PERMANENT	CLOSING DATE	
GRADE	C-LOWER	8 OCTOBER 2021	

PURPOSE OF THE POSITION

- ✓ The purpose of this role is to supervise the Smelter Secondary Operations to execute activities within the Copper Recovery Plant and Fluidised Bed Incinerator.
- ✓ The purpose of the Fluidised Bed Incinerator Operator is to manage various equipment in the Secondary Operations safely as directed by management.
- ✓ The Supervisor must manage monitoring and reporting of all the equipment and process parameters with the processes. (Material movement and storage, copper leaching, leach residue filtration and copper electro-winning processes).
- ✓ Record and report all production data to metallurgical clerks and Process Leader.
- ✓ The Supervisor is responsible to arrange and manage preparation of stock count in a quarterly basis or special cases.
- ✓ The role requires a person who will work without supervision.

MINIMUM QUALIFICATION

- ✓ Preference will be given to candidate with a completed Matric qualification with Maths and Science.
- ✓ A Diploma in Engineering or Metallurgy will be an added advantage.

SKILLS AND ATTRIBUTES

- ✓ Computer knowledge (MS office –Outlook, Word, and Excel).
- ✓ SAP.
- ✓ Communication skills-Able to communicate technical information to teams, peers & management.
- ✓ Risk Management skills- Able to identify and eradicate risk.
- ✓ Training skills- Able to train others.
- ✓ Administrative skills- Able to effectively manage the administrative paperwork required.

- ✓ Honesty and integrity- A high moral code of conduct.
- ✓ Organised thinking- Able to plan and manage orders.
- ✓ Consistency-Able to perform in a consistent manner continuously.
- ✓ Work under pressure- Able to work under extreme pressure from time to time.
- ✓ Accuracy & timely- Able to build accuracy and timeous behaviours into work.
- ✓ Use initiative- Able to work alone and bring about solutions.

KNOWLEDGE AND EXPERIENCE

- ✓ Preference will be given to a candidate with 3-4 years working experience the FBI and CRP plant.
- ✓ Production knowledge-Fully understands the production processes.
- ✓ Equipment knowledge- Fault detection abilities.
- ✓ SHEQ and radiation knowledge- Able to adhere to specified standards.
- ✓ Thorough mechanical knowledge- Able to diagnose faults.
- ✓ Process knowledge - Thorough understanding of processes.

MAJOR RESPONSIBILITIES:

PRODUCTION TARGETS & DELIVERABLES

- ✓ The supervisor ensures that all the process equipment in FBI operated in a safe manner.
- ✓ All process parameters are managed and reported to Process Leader daily.
- ✓ Housekeeping standards are maintained high at FBI & CRP, Crusher plant.
- ✓ 100% participation during stock count to ensure correct labelling and proper evaluation of units.
- ✓ No written-off bags found during stock count should be encountered.



- ✓ All products received per month should be crushed at month end for metals declaration purpose.
- ✓ All the metallic received per month should be cut and sent to induction furnace for atomisation at month end for metals declaration purposes.
- ✓ Ensure full compliance with the SHEQ procedures for people, equipment and product in line with incident reporting, investigation and management of change processes.

OPERATIONAL EFFICIENCIES

- ✓ Drives timeous and accurate reporting through production logs & performance feedback on shift basis.
- ✓ Ensures that all products and by-products generated are weighed and sent for sampling for metal balance purposes.
- ✓ Ensure that daily production targets are achieved & feedback is provided to the supervisor.
- ✓ Ensure all the CRP&FBI equipment are operated in a safe manner and all the process parameters are monitored timeously.
- ✓ Ensure safe storage of material in bags and assist with stocktake preparations.

PEOPLE MANAGEMENT

- ✓ Manages culture of working as a team to maximise Smelter Secondary outputs.
- ✓ Manages an effective transfer of skills within the department.

SAFETY COMPLIANCE

- ✓ Implements methods & suggestions from the process leader (i.e. waste reduction, productivity, and cost management.)
- ✓ Correct adherence to SHEQ & operational procedures for the department.

SHEQ

- ✓ Manages that there is full compliance with the SHEQ procedures for people and equipment and product.
- ✓ Report incidents & near misses timeously.

QUALITY

- ✓ Manages that all the process equipment is operated according to standard working procedures.
- ✓ Manages that all the process parameters in line with the targets set.
- ✓ Ensures that the measuring equipment (pH metres and temperature probes) are calibrated daily.

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. The approved internal vacancy application form (CV's may be attached) and forwarded to Giff Hlongwane, giffh@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 you not be contacted for an interview; please consider your application as unsuccessful.