

Petra Diamonds Limited is one of the world's leading suppliers of rough diamonds and one of the largest independent diamond groups by resource. It's a polished diamond we're after for this role - an individual that clearly outshines his/her peers:



PetraDiamonds

| CULLINAN DIAMOND MINE



Document Control Officer– Internal / External

Cullinan Diamond Mine is situated in the town of Cullinan 30km east from Pretoria.

Job Grade: C1
Reference Nr: CUL317

JOB DESCRIPTION: Responsible for the management of legal documentation and the correct filing thereof.

TASKS AND RESPONSIBILITIES:

- Development and maintain an accurate management system of HSE documentation, document audit trail and data-base
- Control the updating of the HSE department's forms, policies and procedures, etc.
- Implementation and maintenance of a proper archiving system for HSE documentation
- Administration and record keeping of legal appointments for Cullinan Diamond Mine
- General administration work
- Compilation of HSE month end statistical reports and submission to authorities
- Maintain safety and housekeeping standards and ensure adherence to Safety, Security, HSE and Company policies, procedures and legal requirements
- Ensure ISO14001 and OHSAS18001 requirements regarding document management are adhered to
- Assist with major audits and inspections coordination
- Manage file and document deposits on the Company's SharePoint

MINIMUM REQUIREMENTS:

- Grade 12
- National Certificate: Office Administration
- Three years office administration experience
- Proven computer literacy in MS Office Suite – Intermediate level
- Valid driver's licence

ADVANTAGEOUS:

- Knowledge of ISO14001 and OHSAS18001 standards
- 2-3 years document control experience
- Advanced level in Word and Excel

OTHER SKILLS / COMPETENCIES

- Able to communicate in English (written & verbal)
- Attention to detail; Initiating action; Problem solving

Cullinan Diamond Mine is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the Company's Employment Equity Policy and Plan and internal candidates. Pre-screening, profile testing, assessments, medical and security clearance form part of the recruitment and selection process. Short listed candidates will be required to attend a panel interview. Employment of the successful candidate is subject to the aforementioned criteria. Preference will be given to candidates who reside within our host labour sending areas (proof of residence may be requested). If you are already employed by Petra Diamonds/KEMJV – please submit an authorised internal application form, your CV, ID and supporting documents/qualifications.

Please complete an application form (available on <http://www.petradiamonds.com/careers/current-vacancies>), and forward together with your CV, qualifications and ID to: e2-recruitment@petradiamonds.com – fax 086-6591334 by 17 April 2018. **Please note that incomplete application forms and documentation will not be considered.** If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful. *Correspondence will be limited to short-listed candidates only.* Petra Diamonds reserves the right not to fill this position.

Please note that Petra Diamonds does not at any time require any form of payment for recruitment purposes. If you are approached in this regard, you should report the incident immediately via one of the following hotlines: **Toll Free:** +27 31 571 5573; **Free fax:** +27 31 560 7395; **Email:** deloitte@tip-offs.com; **Free Post:** KZ 138, Umhlanga Rocks, 4320; **Website:** www.tip-offs.com