

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



Senior Training & Development Practitioner – Ore Processing (Metallurgy) Internal / External

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

Job Grade: C4

Reference Nr: CUL360

JOB DESCRIPTION: Provide a technical development service to ensure the implementation and maintenance of training interventions according to organisational needs

TASKS AND RESPONSIBILITIES:

- Adhere to mine specific policies, procedures and process flows to regulate activities in area of responsibility
- Assess training interventions in area of responsibility
- Control and report HRD related expenditure in area of responsibility
- Define training needs at relevant level of responsibility in order to ensure legal compliance of MHSA and other relevant legislation (include Contractors)
- Design and or customise training interventions and material
- Develop mine specific process flows to regulate activities in area of responsibility
- Engage with internal and external stakeholders regarding the HRD process
- Evaluate and audit training system and/or initiatives in accordance with HRD quality management policy and ISO 9001 standard and SETA Standards
- Implement relevant steps of the Talent Management Framework i.e. succession planning (Sourcing), induction (on boarding), Learning and development
- Moderate assessment of training interventions in area of responsibility
- Oversee the implementation of annual training plans to meet regulatory commitments (SLP) using the relevant building blocks of the educational pipeline in area of responsibility
- Oversee the implementation of the annual training plans to meet operational requirements (TNA) using the relevant building blocks of the educational pipeline in area of responsibility
- Participate in accreditation related activities and processes
- Participate in compiling reports according to organisational requirements for area of responsibility
- Participate in drafting annual training plans and budgets to meet operational (TNA) and regulatory commitments (SLP), including Personal Development Plan (PDP)
- Participate in external evaluation and auditing of training systems and initiatives in accordance with ISO 9001 standards, SETA Standards and legislation requirements, where applicable
- Participate in recruitment and selection of trainees (including psychometric assessment)
- Present and facilitate training interventions (learnerships) in area of responsibility
- Provide information to compile mandatory HRD reports and plans (SLP, WSP/ATR, MC)
- Source and procure external training within area of responsibility
- Submit training records and assessment evidence in accordance with organisational guidelines
- Verify in-house training in area of responsibility

MINIMUM REQUIREMENTS:

- Grade 12
- National Certificate: Occupational Directed ETDP Level 5
- Mineral Processing Level 3 (Lump Ore Beneficiation Stream) / B-Tech or National Diploma: Metallurgical Engineering
- Minimum 3 years' experience in a training environment in a metallurgy discipline
- Conduct moderation of training course (**please specify on CV if part of ETDP Level 5**)
- Design outcomes-based assessment course (**please specify on CV if part of ETDP Level 5**)
- Valid Drivers' License: Code EB

OTHER SKILLS / COMPETENCIES:

- Good written and verbal communication skills in English
- Attention to detail; Accuracy; Developing others; Objective; Planning; 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, please submit an authorised Internal Application Form, your résumé, qualifications and ID when applying.*

Prospective applicants who, at the time of lodging an application to this advertisement, are employed through Kimberley Ekapa Mining JV should note that Petra Diamonds reserves the right to disclose such an application to Kimberley Ekapa Mining JV.

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 by **14 January 2019**. **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

<http://www.petradiamonds.com/careers/current-vacancies>