

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

| Blue Diamond Mines Pty Ltd - t/a Koffiefontein Diamond Mine



Standards Officer – Internal / External

Koffiefontein Diamond Mine is based in the town of Koffiefontein, located 100km from Kimberley and 136km from Bloemfontein.

Job Grade: C3

Reference Nr: KOFF200

JOB DESCRIPTION: To ensure and promote the standardisation of equipment required by end users in ensuring that all policies and procedures are adhered to.

Tasks and Responsibilities:

- Custodian of stock and test applications as well as the quality complaint process
- Responsible for quality evaluations on suppliers and products delivered
- Ensure hazardous MSDS data base is up to date
- Member of supply chain management team
- Identify, investigate and analyse materials
- Assist with annual auction and associated activities
- Responsible for effective housekeeping of Supply Chain areas
- Manage repair items and redundant / obsolete stock
- Responsible for codification

Minimum Requirements:

- Grade 12
- Valid Engineering Trade Test Certificate**
- 5 years' post apprenticeship experience in a mining environment
- 5 years' experience in a quality control environment
- 5 years' supply chain experience
- Computer literacy is essential
- Valid driver's license

**** Candidates holding a QCTO (Section 26D) Trade Test, where the learning route is not specified on the Certificate, must submit the following: Statement of results issued by an accredited MQA trade test centre as well as evidence of training conducted at a technical training centre (e.g. Portfolio of Evidence, Logbooks). Should these documents not be submitted the application will not be considered. Candidates holding S28 Trade Test certificates from non-Mining Sector centres will not be considered**

Other Skills/Competencies:

- Communication (verbal and written); Assertiveness; Attention to detail / accuracy; Decision making; Negotiation Skills; Stress management

Koffiefontein 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 area of Letsemeng / Xhariep District Municipalities (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 résumé, qualifications and ID, to e1-recruitment@petradiamonds.com by 15 January 2019. Please note that incomplete 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>