

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

| FINSCH DIAMOND MINE (PTY) LTD



Manager: Business Improvement - Internal & External

Finsch Diamond Mine is located in the town of Lime Acres, which is situated 160km north-west of Kimberley and 109km south of Kuruman in the Northern Cape.

Job Reference Nr: FIN476

Job Grade: D Upper

ROLE DESCRIPTION: Reporting to the General Manager, the role will Implement and execute the Group Business Improvement (BI) framework (policies, systems, practices, standards and procedures) aligned with the operational requirements in consultation with the management team. Lead and provide the required support to the operation to achieve business improvement projects in an integrated and coordinated way. Develop and track prioritised business improvement projects with the operation focused on sustainable integration into the operation.

TASKS AND RESPONSIBILITIES:

- Contribute to the development of the Business Improvement (BI) framework, systems and programme required for the implementation.
- Develop the Operational Business Improvement plan aligned to the Group Business Improvement framework to align and support the achievement of the operation's strategy.
- Execute the Group Business Improvement conceptual framework, systems and programmes at the operation.
- Contribute Business Improvement input to the formulation of the General Manager's (GM) Operational Plan.
- Provide input and comply with standards for the Business Improvement discipline.
- Implement Business Improvement and regulatory standards and provide assurance to the GM and Lead Business Improvement on compliance to these standards.
- Provide input and counter sign on the Business Improvement area of the Life of Mine Plan.
- Ensure the portfolio of Business Improvement projects at the operation is prioritised and consistent with business strategy and can be completed with minimum undue or unplanned interference to operational activities to deliver maximum business benefit.
- Responsible to facilitate the generation of ideas to increase throughput, efficiencies and productivity, to reduce cost and other business processes - these could include projects to be conducted.
- Provide input to the budget for the operation in order to provide Business Improvement assurance to the GM and the PMO.
- Ensure the portfolio of Business Improvement projects is planned, maintained and tracked with consideration of the available resources and ensure the priority projects are resourced with BI staff, appropriate BI tools/processes and that oversight and coaching is provided.
- Develop own and control the budget for the area of responsibility.
- Provide related expertise and Business Improvement skills to the operation and expand skill set of the operation; advising on business improvement solutions to enhance or ensure the effectiveness of the operation.
- Ensure capacity of functional talent pool by coordinating, directing and leading Business Improvement talent within the operation in cooperation with HRD.
- Ensure capacity and bench strength of functional talent pool by coordinating, directing and leading graduate intern talent within the operation in cooperation with HRD.
- Engage internal and external stakeholders on business improvement related matters, and support the operation on business improvement related engagement.
- Establish and maintain good working relationships and ensure effective / sound communication with departments.
- Ensure that all Business Improvement reporting is aligned with standards, guidelines and schedules.
- Monitor and evaluate own department performance against established Business Improvement strategies, frameworks, systems and programme, and identify and advise on opportunities for improvement to provide assurance to the GM and Lead Business Improvement.
- Participate in a sustainable process to identify, assess and rank Business Improvement risk as these relate to the operation, in order to promote a Business Improvement and risk-aware culture in business improvement, ensure that any potential impact is understood, and facilitate effective decision making, business improvement risk mitigation and provide this as input into the ERM programme.
- Contribute to the identification, analysis and interpretation of Business Improvement risks within the operation and contribute to the design and implementing of strategies and systems to mitigate risk and to prevent and reduce loss of the operation's assets. Provide this as input into the ERM programme.
- Managing change to the portfolio to ensure the changes optimise business value at operational level.

- Owner of the Business Improvement Risk Register and responsible for the Business Improvement risk process within the operation and contribute to the design and implementing of strategies and systems to mitigate risk and to prevent and reduce loss of the operation's assets. Provide this as input into the ERM programme.
- Model behaviour that is consistent with the Company Vision and Values.
- Ensure Requisite Management Leadership practices.
- Drive organizational values that affect Petra's relationship with its employees.
- Model behaviour that is consistent with the Company's values and Code of Ethical Conduct.

MINIMUM REQUIREMENTS:

- B Degree in Engineering or equivalent.
- Management Development Programme (MDP) or equivalent qualification.
- A minimum of 5 years in a senior / manager level.
- Experience in Business Improvement – PLEASE INDICATE CLEARLY ON CV
- Proven experience in managing projects – PLEASE INDICATE CLEARLY ON CV
- Computer Literacy and Microsoft Office Suite (Advanced)
- Valid Drivers' License.

ADVANTAGE:

- Certification in Business Improvement
- Senior Management Development Programme (SMDP) or equivalent qualification.

TECHNICAL COMPETENCIES:

- Demonstrate an in-depth knowledge and understanding of the relevant policies, procedures, legislative requirements, principles and practices and ensure that they are being enforced.
- Demonstrate an in-depth knowledge and understanding of the strategic management process and vision of the Company.
- Demonstrate knowledge and skill regarding Business Improvement, operational and production methodologies, approaches, principles, practices and strategies.
- Demonstrate an understanding of influence in the performance of different business functions, taking cognisance of set targets.
- Demonstrate knowledge of and insight into the need for change within the context of the operational environment.
- Demonstrate outstanding analytical, financial and numerical skills and be able to track, schedule and cost progress and apply corrective action steps as and when required.

BEHAVIOURAL COMPETENCIES:

- Strategic Planning; Creating a Culture of Trust; Inspiring Others; Facilitating Change; Customer Focus; Driving for Results; Decision Making; Communication; Safety Leadership; Creating an Inclusive Environment; Managing Relationships; Delegation and Empowerment.

**** PLEASE NOTE:** Petra Diamonds is currently aligning its organisational structure to the operational model therefore all job titles and job profiles are under review. This may influence the grading of the position.

Finsch 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 Kgatelopele (proof of residence may be requested).

If you are already employed by the Company, please submit an authorised Internal Application Form, CV, qualifications and ID when applying.

External candidates, please complete an application form (available on <http://www.petradiamonds.com/careers/current-vacancies>) and forward, together with your résumé, qualifications and ID, to e2-recruitment@petradiamonds.com by 29 May 2022. Please note, applications must be sent to the correct e-mail as indicated. Incomplete application forms and documentation will not be considered.

Correspondence will be limited to short-listed candidates only. Petra Diamonds reserves the right not to fill this position.

If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.

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 to your local SAPS or via one of the following hotlines:

Toll Free: 0800 007 247; Phone Call: +27 31 571 5573; Fax: +27 31 560 7395; Email: totheline@tip-offs.com; Post: KZ 138, Umhlanga Rocks, 4320; Website: www.tip-offs.com

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