

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 their peers:



PetraDiamonds

| FINSCH DIAMOND MINE (PTY) LTD



Manager: Social Performance – Internal and 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: FIN530

Job Grade: D3

ROLE DESCRIPTION: Reporting to the Manager: Sustainable Development, the role will provide leadership, expertise and direction to the Operation Leadership Team on achieving Social outcomes in line with relevant legal requirements. The role will also advise relevant stakeholders such as Social and Labour Plan (SLP) element holders (Responsible persons for executing relevant elements within the SLP document i.e. Human Resource Development (HRD), Employment Equity (EE), and Housing etc.), Trade Union representatives and external stakeholders on SLP and Mining Charter execution. This is an execution role and includes the delivery of all SLP and LED projects.

TASKS AND RESPONSIBILITIES:

- Manage and supervise the function of Enterprise and Supplier Development on site.
- Manages delivery of social requirements of the SLP, including consultation with local government, communities, organised labour and Department of Mineral Resource & Energy (DMRE) on progress and any required changes.
- Provide input into procedures to ensure operation specific aspects are included and ensure execution of policy/procedures.
- Ensure coordinated compliance to all Mining Charter and SLP issues.
- Identification and subsequent development of black owned enterprises with a regional footprint and socio-economic impact.
- Increase maturity of the Enterprise and Supplier Development processes, resourcing practices, governance, and structures by assessing options based on best practice and fit-for-purpose requirements.
- Formulate business cases for community investment projects to address social issues.
- Identify possible areas of collaborating on projects and programmes with other internal and external stakeholders to maximise positive impact on host communities.
- Implement development projects that improve the socio-economic conditions of host communities and maintain the social licence to operate as a business as well as to SLPs and any other regulatory requirements.
- Manage all social and community issues on site by ensuring good relationships with community and regulator
- Complete and manage annual budgets and planning for mine community development, enterprise development and operational cost of the department.
- Develop and maintain sound stakeholder engagement with relevant stakeholders (community and regulator) in line with policy and the site' Stakeholder Engagement Plan (SEP).
- Attain sign-off and agreement on the sites Stakeholder Engagement Plan (SEP) and ensure that the plan is implemented including the agreed to grievance mechanism.
- Represent the operation on various forums or committees related to social and community issues.
- Communication of SEP.
- Relationship owner of all social stakeholders (is the face of the operations with all social stakeholders supported by the Specialist: Stakeholder Engagement).
- Provide guidelines and leadership on best practices to ensure the site retains its social license to operate.
- Ensure the effective functioning of on site committees that impact on the operations social license to operate.
- Liaise and coordinate activities with other departments that impact on the sites license to operate such as Communications, Health, Safety, Environment & Quality (HSEQ).
- Ensure proper marketing and communication of community development projects to ensure all stakeholders are aware of the company contribution towards these projects.
- Engagement and Communication: Establish and maintain good working relationships and an effective / sound communication system with the operation.
- Ensure that all relevant Social systems are used effectively (i.e. INSITE and ISO Metrix SEM).
- License to operate (SA only): Executes and monitors SLP and Produces Operations Reporting.
- Complete on time all internal and external reporting requirements by set deadlines and ensure effective capturing of information to present as Portfolios of Evidence for audit purposes (internally and externally).
- Develop, review and annually update SLP by drafting and submitting the Annual SLP reports and Annual implementation reports.
- Consolidate the development of annual sustainability reporting.

- Coordinate on site activities that relate to the Petra Foundation and ensure reporting of project progress when required.
- Ensure that all Social Performance reporting is aligned with standards, guidelines and schedules.
- Identify on site social risk and provide advice and guidance on risk mitigation.
- Advise on areas of risk to the sites social license to operate and how to mitigate the risk.
- Manage the progress of all mine community development projects and report any progress or risk including tracking spend.
- Ensure proper execution of the grievances mechanism protocols at operations and reporting on a monthly basis up to Opco.
- Responsible for escalation of the issues arising of the grievances at operations including VPSHR and provide feedback and risk mitigation going forward.
- Consider processes or programmes to capacitate stakeholders such as training interventions for unions and municipalities in the operational social environment.
- Ensure Contractor Compliance according to the Contractor Management Policy as it relates to social obligations.
- Model behaviour that is consistent with the Company Safety 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:

- Degree in Social Sciences OR, Business Administration, Economics, Planning, Economic Development or equivalent.
- Minimum 5 - 8 years' experience in Social Compliance, Community Development and Enterprise Development within the mining industry with a minimum of 3 years in a lower mid management role.
- Computer Literacy and Microsoft Office Suite.
- Additional local language - an advantage.
- Willingness to travel.
- Valid Drivers' License

OTHER SKILLS / COMPETENCIES:

- Have a good working knowledge of the principles of stakeholder engagement and management.
- Identify opportunities to capacitate stakeholders.
- Planning, coordinating and prioritizing.
- Collect the necessary information regarding the outcomes, decisions and activities of various internal and external committees in order to provide accurate feedback if required.
- Demonstrate knowledge regarding the DMR deadline for SLP and Mining Charter reports.
- Demonstrate knowledge and skill in effectively co-ordinating the submission of various SLP and Mining Charter reports to the DMR and relevant stakeholders on request.

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.

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 e1-recruitment@petradiamonds.com by 27 January 2023. 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>