

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**

| PETRA DIAMONDS SA (PTY) LTD



## Specialist: Product Handling– Internal and External

Petra Diamonds is a leading independent diamond mining group and an increasingly important supplier of rough diamonds to the international market. The position is based in the Kempton Park area, Gauteng (close to OR Tambo airport).

**Reference Nr:** PDSA302

**Job Grade:** C3

**Role Purpose:** Reporting to the Manager: Sales and Marketing, the role is responsible for the administrative duties with regard to the import and export of all Petra Diamonds production at the Sales & Marketing diamond sorting facility.

### Responsibilities:

- Ensure the adherence to security and HSEQ protocols.
- Model behaviour that is consistent with the Company Safety, Health and Environment Vision and Values. Manage and report on non compliance issues.
- Establish and maintain good working relationships and an effective / sound communication system with the Sales & Marketing Function and DBSSSA.
- Responsible for the administrative duties of diamond productions from import to export at the Sales & Marketing diamond sorting facility.
- Responsible for the administrative diamond handling duties with regard to internal and external handover documentation.
- Responsible to administrate the acceptance of diamonds and signing of the brokers notes.
- Ensure that all Sales & Marketing reporting is aligned with standards, guidelines and schedules.
- Responsible to capture and maintain data on the PDH system and the issuing of daily balancing reports.
- Responsible for the issuing of work on the PDH system to the Senior Diamond Sorters on a daily basis.
- Responsible for the preparation and packing of diamond productions for export and tender processes.
- Responsible for the reconciliation of the Non Diamond Content (dust & false) and issuing of reports pertaining to it.
- Arrange for the calibration and maintain all assigned laboratory instruments carefully.
- Receive and interpret all procedural updates, in an efficient manner.
- Responsible for the managing of the petty cash and purchasing of stationary and office supplies.
- Takes cognisance of and adhere to Company policies, procedures and relevant legislation. Manage and report on non compliance issues.
- Effective Team Player and Effective Self-Management Management.

### Minimum Requirements:

- Grade 12
- Minimum 5 years diamond product handling experience essential – **PLEASE INDICATE CLEARLY ON CV**
- Minimum of 3 years diamond sorting experience will be advantageous.
- Understanding of the diamond pipeline advantageous.
- Computer Literacy in MS Office suite.
- Knowledge and experience of Diamond Programmes essential – **PLEASE INDICATE CLEARLY ON CV**
- Required to travel.

### Technical Competencies:

- Be able to work under pressure, portray high levels of integrity, attention to detail and assertiveness.
- Ensure that all diamond handling procedures are understood and adhered to.
- Demonstrate knowledge and skill in using the applicable PDH system.
- Know and understand all related company policies and procedures.
- Work under pressure; portray high levels of integrity and assertiveness.
- Know and understand the workflow regarding diamond processing and relevant government processes.
- Attention to detail and problem solving skills.
- Establish and maintain healthy, diverse internal and external relations.
- Work within a team, supporting peers and less experienced team members, to effectively deliver objectives.

**Behavioural Competencies:**

- Planning and Organising; Decision Making; Earning Trust; Communication; Continuous Improvement; Safety Focus; Customer Orientation; Valuing Differences; Initiating Action; Managing Relationships

Petra Diamonds 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, on mine 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 live within the host labour sending area.

*If you are already employed by Petra Diamonds, please submit an authorised Internal Application Form, your résumé, qualifications and ID when applying.*

**Please complete an application form (available on <http://www.petradiamonds.com/careers/current-vacancies>) and forward, together with your résumé, SAPS certified qualifications and ID, to [christine.williams@petradiamonds.com](mailto:christine.williams@petradiamonds.com) by date: **06 February 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: [tothehotline@tip-offs.com](mailto:tothehotline@tip-offs.com); Post: KZ 138, Umhlanga Rocks, 4320; Website: [www.tip-offs.com](http://www.tip-offs.com)**

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