

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



Training Officer Mining (Re-advertisement) – Internal / External

Finsch 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 Grade: C2

Reference No: FIN340

Job Description: Co-ordinate and monitor the application of Hygiene control systems and procedures according to organisational and legislative requirements.

Tasks and Responsibilities:

- Address the requirements of Section 10 of the Mine Health and Safety Act
- Adhere to mine specific policies, procedures and process flows to regulate activities in area of responsibility
- Assess learners according to legal requirements
- Assess training interventions in area of responsibility
- Conduct on the job coaching, where applicable
- Engage with internal stakeholders regarding the HRD process
- Participate in accreditation related activities and processes
- Participate in defining training needs at relevant level of responsibility in order to ensure legal compliance of MHSA and other relevant legislation (include Contractors), where applicable
- Participate in evaluating and auditing training systems and initiatives in accordance with HRD quality management policy and ISO 9001 standard and SETA Standards, where applicable
- 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 the design and or customise training interventions and material
- Participate in the implementation of relevant steps of the Talent Management Framework i.e. succession planning (sourcing), induction (on-boarding), learning and development
- Present and facilitate training interventions (safety and skills training) in area of responsibility
- Provide training in specific discipline requirements
- Responsible for the administration of all training documents
- Submit training records and assessment evidence in accordance with organisational guidelines
- Use HRD support system to determine suitability of trainees (Vienna), where applicable

Minimum Required Qualifications and Experience:

- Grade 12
- Blasting Certificate for Scheduled Mines
- National Certificate: ODETDP Level 4
- Certified, Registered Assessor
- Minimum 1 years' experience in a technical or training environment
- Proficient in MS Office Suite
- Code EB Driver's license

Advantageous:

- Miner or Shift Boss experience will be advantage, of which 3 years must be in a diamond mining environment

Other Required Skills and Competencies:

- Good verbal and written communication in English
- Knowledge of relevant legislation
- Analytical thinking; Attention to detail; Accuracy; Developing others; Discernment and assessing skills; Leadership; Planning

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.

Finsch Mine Contractor employees' applications must be authorised by the Contract Manager on site and be in the employment of the Contractor company for at least 1 year to be eligible for consideration for this position. Please note that should you not indicate your employment with an on-site contractor in your application, it might be construed as dishonesty and you might be exposed to a disciplinary process.

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 17 February 2019. Please note that 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 via one of the following hotlines:

Toll Free: +27 31 571 5573; Freefax: +27 31 560 7395; Email: deloitte@tip-offs.com; FreePost: KZ 138, Umhlanga Rocks, 4320; Website: www.tip-offs.com

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