

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



CAD Coordinator – 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: FIN425

JOB DESCRIPTION: Reporting to the Superintendent: Survey, the role will manage and co-ordinate the Computer Aided Design (CAD) Draughting function for the Survey department, ensuring that Draughting standards and legal requirements are adhered to. To produce plans and models of the mining, and other, areas as required by management to enable efficient decision making by various stakeholders.

TASKS AND RESPONSIBILITIES:

- Provide CAD and Draughting services to the Survey department.
- Provide CAD and Draughting services and coaching to other departments as required.
- Manage, maintain and update all CAD data and systems as required.
- Manage and maintain drafting standards, in accordance with legal requirements.
- Manage user access to CAD information on the computer network, under the guidance of the Superintendent: Survey.
- Produce, and update at the required time, all statutory plans for the survey department and other departments in the operation to ensure legal compliance.
- Update all production and development plans at a frequency prescribed by the Superintendent: Survey.
- Produce underground development layouts using CAD in conjunction with survey and mine planning.
- Produce any other plans as and when required by the operation, under the guidance of the Superintendent: Survey.
- Maintain an inventory of all plans relating to, and as required by, the operation.
- Advise on, and implement software improvements on CAD, in consultation with Superintendent: Survey, to improve productivity of the CAD data and system.
- Engagement & Communication: Establish and maintain good working relationships and an effective / sound communication system with the Technical Services Function.
- Company Policy & Procedures Compliance: Takes cognisance of and adhere to Company policies, procedures and relevant legislation. Manage and report on non compliance issues.
- Safety, Health and Environment Compliance: Model behaviour that is consistent with the Company Safety, Health and Environment Vision and Values. Manage and report on non compliance issues.
- Effective Team Player:
 - - Maintain and manage healthy relationships within own team and across teams.
 - - Responsible to provide support to team within area of responsibility.
 - - Responsible to share knowledge and skills with co-workers.
 - - Responsible to use communication and feedback channels effectively.
- Effective Self Management: Responsible for managing own work performance and completing tasks as per set timelines and standards.

MINIMUM REQUIREMENTS:

- Grade 12 (with Maths and Science)
- Certificate COM Mine Survey Draughting
- Recognized CAD qualification OR equivalent (e.g. BENTLEY, Auto Desk, GEMCOM and MineRP)
- A minimum of 4 years' experience in a survey or Draughting field
- Advanced computer skills in CAD software
- Computer literacy in mine planning and survey software
- Valid drivers' license

ADVANTAGE:

- National Diploma in Cartography or Geomatics (NQF Level 6)

TECHNICAL COMPETENCIES:

- Design and generate mine plans.
- Draft and maintain the CAD book of standards.
- Demonstrate knowledge and skill in using applicable software packages.
- Maintain an inventory of all statutory mine plans, and compile and update statutory mine plans as required.
- Know and understand relevant legislative requirements.
- Carry out quality assurance and quality control of data integrity.

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.

Internal candidates are encouraged to apply.

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 24 May 2021. 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 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>