

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



## Business Improvement (BI) Facilitator – 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: FIN423**

**JOB DESCRIPTION: Reporting to the Manager: Business Improvement**, the role will assist idea owners with building capabilities in delivery and execution of ideas and implementation of wiring. Provide oversight, problem-solving support and practical industry expertise, frequently involving facilitating on-site workshops, individual and group coaching, and change management sessions. Responsible to facilitate the effective implementation of the business improvement (BI) process, integration into operations and delivery of identified improvement benefits. Provide support to the idea owners to ensure that projects are completed to the appropriate scope and quality and within the approved cost and schedule allocations with a focus to generate additional profit.

### TASKS AND RESPONSIBILITIES:

- Responsible to facilitate the generation of improvement ideas.
- Provide support to the Line Management to execute improvement ideas or BI initiatives.
- Work in small teams to build the capabilities, systems, and processes needed to deliver bottom-line results and then ensure those results are sustained.
- Provide related expertise and BI 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.
- Assist Line Management to implement improvement ideas, wiring and coaching in their department.
- Encourage Line Management to take ownership / accountability for improvement ideas and wiring.
- Monitor improvement initiatives, identify and communicate potential areas for corrective actions to idea owners.
- Ensure compliance to statutory requirements, company policies, procedures and COP's.
- Facilitate training / coaching sessions to Line Management related to the BI operating model and systems.
- 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 an effective / sound communication system with Line Management.
- Ensure that all BI reporting is aligned with standards, guidelines and schedule
- Define and document standards and frameworks with regards to best practices and draw up close-out reports when initiatives are complete.
- Contribute to the identification, analysis and interpretation of BI 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 program.
- Safety, Health and Environment: Model behaviour that is consistent with the Company Vision and Values.
- Company values & Code of Ethical Conduct: Model behaviour that is consistent with the Company's values and Code of Ethical Conduct.

### MINIMUM REQUIREMENTS:

- Bachelor's degree in Engineering or equivalent
- Minimum of 5 years' experience in the mining industry or similar environment of which 1-2 years were in a mid-management level.
- Leadership Development Programme (LDP) or equivalent qualification.
- Computer Literacy and Microsoft Office Suite (Intermediate)
- Valid drivers' license

### ADVANTAGE:

- Experience in the implementation of BI projects.
- Certification in Business Improvement.
- Management Development Programme (MDP).

**TECHNICAL COMPETENCIES:**

- Demonstrate outstanding problem-solving, practical approach and excellent coaching skills.
- Demonstrate strong people skills, assertiveness and excellent ability to engage at all levels of the organisation and communicate with senior executives.
- Communicate complex ideas effectively – both verbally and in writing.
- Demonstrate superior problem solving with analytical and financial acumen, as well as a strong business intellect and action orientation.
- Demonstrate strong intellectual abilities and rigor as well as a practical sense of what works and what does not.
- Demonstrate an entrepreneurial spirit: innovative by nature, always creating new approaches.

**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 [e1-recruitment@petradiamonds.com](mailto:e1-recruitment@petradiamonds.com) by 22 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](mailto:totheline@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>