

	REFERENCE NUMBER	0037 - FRM - HR
	DEPARTMENT	Vertical Shaft Mining
<b>VACANCY ADVERT</b>		

INTERNAL VACANCY		Mine Overseer- Underground: MO20230109		EXTERNAL VACANCY	
Job Title	Mine Overseer - Underground	Department	Vertical Shaft Mining	Job Grade	DL
Published Date	19 January 2023	Closing Date	27 January 2023		
Working Environment	This position requires the incumbent to work on surface and underground at the Vertical Shaft				

**THE FOLLOWING QUALIFICATIONS AND EXPERIENCE ARE ESSENTIAL:**

- Mine Overseers Certificate for scheduled mines
- Mining Degree or Diploma
- Blasting Certificate
- 5 years' experience in a metalliferous mine

**ALTHOUGH NOT LIMITED TO, THE INCUMBENT'S MAIN RESPONSIBILITIES WILL INCLUDE:**

- Ensure that health and safety standards are adhered to and improved upon in the section.
- Communicates with line supervisors and management to enhance safety awareness and the achievement of the company's safety objectives.
- Inspects all workings and machinery as frequently as necessary in the interest of health and safety to ensure compliance with legal requirements and to identify and evaluate hazards.
- Manages risks effectively to minimise impact.
- Ensures relevant emergency procedures and equipment are maintained and that the implementation and knowledge of the use thereof is satisfactory.
- Gives appropriate instructions and supervision to line management including service departments to safeguard people, equipment, material and environment against damage, injury or loss.
- Monitors safety statistics to measure performance against objectives.
- Follows up that work is done to rectify sub-standards and deviations from the norm.
- Promotes good housekeeping as central to a safe and productive section.
- Inspects workings on odd shifts (early, late and night) to ensure adherence to legal requirements
- Allocating work plans to Operation Supervisors.
- Prepare operation plans and schedules.
- Continuously liaison with the Operations Manager on operations.
- Ensure that operating standards and procedures are up to date and understood by the Operations Supervisors and implemented.
- Obtain Technical advice on operations.
- Audit the process regularly to ensure conformance to and understanding of standards.
- Control shift rosters, sickness implications, training and leave schedules to ensure the section is adequately resourced.
- Initiate and monitor operations improvement projects.
- Ensure planned daily, weekly and monthly production targets are achieved
- Direct Area resource specialists for technical support requirements.
- Assist during breakdowns or emergencies to co-ordinate support from other disciplines.
- Liaison with in-stope Shift Bosses to ensure that stope capital assets are well maintained.
- Encourage co-operation and teamwork between in-stope logistics and operations.
- Liaison with logistics to ensure adequate material availability.
- Liaison with Human Resources on HR / Labour planning.
- Support overall Business Planning.
- Investigates and reports any incidents / injuries.
- Takes pro-active preventative and corrective action.
- Following the prescribed procedural requirements for the investigation and completion of accident/incident reports.

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- Following up on preventative action taken and deal with non-adherence to instructions.
- Completion of legal reports and assisting with investigations for formal enquiries.
- Compliance with Health and Safety training within the section

#### **Medical Requirements**

- Good general health AND requires a certificate of fitness (red ticket).

#### **Note:**

1. Applicants who are not contacted within two weeks after the closing date should consider their applications unsuccessful.
2. Applicants who have already submitted applications for this position should not re-apply, their CVs will be considered with the rest of the other applicants.

#### **POPIA Disclaimer**

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