



ARNOTOPCO

VACANCY: MINE MANAGER

Arnot Opco Coal Mine, Rietkuil, Mpumalanga

Purpose of the Role:

- The Mine Manager is responsible for overseeing all aspects of mining operations.
- To perform the functions in line with requirements of the Mine Health and Safety Act.
- To implement and maintain a safe and productive working environment whilst working within budget constraints and applicable legislation and other requirements.
- To ensure optimal performance of physical assets throughout their life cycles.

Requirements:

- Btech, BSc or BEng Degree in mining engineering (Essential/ Minimum).
- Mine managers certificate of competency.
- Management Development Programme or equivalent.
- Psychometric Assessment (Essential/Minimum).
- Certificate of Fitness (Essential/Minimum).
- Engineering Council of SA (PrEng) (Essential/ Minimum).
- SA Institute of Mining and Metallurgy (Advantageous).
- 8 Years relevant mining and mining management experience within a Coal mining environment or coal production environment.



Contact us

010 823 4525
013 297 8008

talktous@arnotopco.com
www.arnot-opco.com



Head Office

Farm Rietkuil 491 JS
Private Bag X3
Rietkuil
1097



Physical Address

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Other Skills/Competencies:

- Full computer literacy, and proficiency in MS Office Suite.
- Sound verbal and written communication skills in English.
- Broad Knowledge on Various Coal Mining Methods.
- Opencast Pit and Underground Coal Mine Planning, Layout Design & Scheduling.
- Solid understanding of project management and extensive stakeholder engagement management.
- Excellent analytical, problem solving, presentation and report writing skills.
- Must be medical fit and pass medical examination as required.

Key performance Areas:

- Sound commercial and financial models are applied to ensure value creation and efficient financial business functioning.
- Ensure operation income, cash flow and turnover.
- Monitor and track performance against approved business plans and budgets.
- Effective management of both resources and assets.
- Develops and amends Company policies and procedures. Ensure Risks are reported on and mitigated.
- Champions the talent management strategy and develop and retain next level successors. Drives Company culture through living the values and leader behaviours can Company initiatives.
- Develops functional or Company goals in alignment with functional and Company strategy. Define and contribute to own discipline and/or Company strategy and recommend opportunities for competitive advantage.



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- Provision of strategic guidance as well as managing all mining operations at the mine.
- Lead, manage and control all mining operations to ensure optimum production is achieved.
- Setting up of clear objectives and goals for the mining team to achieve targeted production levels.
- Analyse production data and reports and investigate causes of delays and deviations and ensures mitigating plans are prepared and implemented.
- Develops an achievement and execution plan considering the operational site requirements. Ensures effective management of costs.
- Lead development and ongoing management of the mining annual plan and budget.
- Identifies opportunities for continuous improvement or innovation in area of expertise and champions cross-market/functional initiatives/projects to optimise and innovate business processes. Build and drive a culture of innovation and continuous improvement.
- Establish an effective methodology of business operations, communications and control whereby statutory compliance and appropriate mitigation of risk is achieved.
- Ensure adherence to Mineral and Petroleum Resources Development Act (MPRDA), Mine Health and Safety Act (MHSA), Occupational Health and Safety Act (OHS Act), Environmental legislation and company policies and procedures.
- Implement and manage corporate risk and compliance strategy and provide oversight and guidance.
- Support core business by ensuring appropriate stakeholder relationships towards enhancing corporate profile.



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- Manage internal and external relations within the Company's, including interface with service providers, as well as other functions responsible.
- Facilitate stakeholder engagement forums within the Company and represent the Company in a professional manner.
- External liaison with Eskom, Local Governmental Departments and Mine Houses, within corporate liaison protocols.
- An optimised team structure is manned by staff that are competent, motivated, empowered and lead by sound performance management and transformational leadership practices.
- Promote teamwork, provide support and manage performance by creating and maintaining individual development plans of subordinates.
- Maintain and ensure a healthy environment, safe operations and practices, ensuring compliance with all applicable SHE legislation, policies and procedures in line with set standards.
- Encourage a culture that focuses on ZERO harm
- Ensure optimised teamwork through motivation/empowerment and leading by sound transformational leadership.

General Information:

- **Closing date for Applications – 26 July 2024.**
- Full job profile can be viewed on <https://arnot-opco.com/careers/>.
- Arnot OpCo 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 internal candidates.
- Pre-screening, 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.



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- Preference will be given to Former Employees and candidates who reside within our host communities of Steve Tshwete Local Municipality (proof of residence may be requested) and have mining experience.
- Employment of the successful candidate is subject to the abovementioned criteria.

To apply, please send your résumé including qualifications, ID and contactable references of previous employers, to email recruitment@arnotopco.com by no later than **26 July 2024**.

Please note that incomplete documentation will not be considered. If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.



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