



Majwe Mining Joint Venture (Pty) Ltd. has been engaged by the Debswana Diamond Mining Company (Pty) Ltd as the Contractor for the Cut 9 Project located at Jwaneng Mine. The project is for the duration of 9 years from March 2019, which entails moving over 194 million bank cubic metres of waste material to expand the current mine. This is an important contribution to the economy of Botswana and Majwe Mining is very proud to be a part of this legacy. The Company requires the services of knowledgeable, highly skilled and self-driven individuals for the following positions:

Drill & Blast Manager

Job Summary

The Drill and Blast Manager will occupy a key role in the leadership team, reporting to the **Project Director**. The successful candidate will direct and control the Cut 9 Project Drill and Blast Operations and crushing plant in accordance with the Majwe Mining Contract, required legislative framework and appropriate industry best practices

Key Responsibilities

- Coordinate Drill & Blast Operations and Crushing Plant to achieve economic targets as planned
- Achieve and maintain high Safety, Health and Environment standards
- Actively manage mining operations relationships to optimize performance, reliability and cost
- Responsible for his/her team's effectiveness and responsible for all performance management requirements for his/her subordinates and ensure that an appropriate structure is in place
- Work collaboratively with other Departmental Managers and Sub Contractors to ensure optimal performance is achieved across the entire operation
- Manage/facilitate all drill and blast projects as appropriate
- Ensure adherence to policies, standards and procedures in all areas of operations.
- Deliver the annual forecast drill and blast as per forecast and budget
- Recommend relevant benchmarks and identify the best practice leading to these and the improvement activities required to achieve and exceed them

Job Requirements

- Degree in Mining Engineering or equivalent
- Minimum of 8 years' experience in the mining industry
- Blasting License with 3 years blasting experience

Key effectiveness areas

- Strong hands on experience in an open pit mining environment
- Experienced in developing, leading and mentoring teams
- Good track record in managing teams and client relationships
- An effective leader with good interpersonal skills at all levels, and an ability to resolve conflict
- Ability to communicate effectively
- A results-oriented individual
- Ability to work effectively under pressure
- Computer literacy

Senior Superintendent Load & Haul

Job Summary

Co-ordinate the operations, technical services & Modular interface on behalf of the **Mining Manager** and supervise the day to day technical & operational aspects to achieve the mining plan. Coach and lead the mining superintendents and supervisors on a shift by shift basis to ensure safety and production targets are met.

Key Responsibilities

- Promote a culture that ensures full compliance with all applicable MMJV safety standards & procedures
- Familiarize with legislative, client and MMJV safety and health requirements
- Participate in pre-start and tool box meetings, safety inspections with the supervisors & work crew
- Identify and implement opportunities for improvements to the effectiveness and efficiency of working to & delivering 24 hour and 2 weeks plan.
- Identify critical issues impacting negatively on plan and pursue corrective action with Technical Services, Modular and Superintendent.
- Ensure compliance with all relevant legislative and corporate compliance requirements
- Identify and mitigate key operational risks to the working plan
- Work with Modular to optimize utilization, of equipment across Cut 9 to deliver the plan.
- Ensure production achievements are maximized and targets met by utilization on equipment
- Coordinate the overall load and haul operation in the pit
- Develop and maintain effective relationships with internal and external stakeholders
- Liaise with managers and team members from other teams within MMJV particularly Production Operations, Technical Services
- Interact professionally with members of the public and local communities.
- Ensure that all people working under you are appointed accordingly.
- Ensure all incidents and accidents are reported accordingly.
- Ensure daily inspections are done on all working areas.
- Take accountability of the entire workplace on the charging areas and ensure

- that it is done to the required standard
- Allocate resources (people and equipment and make sure they are effectively and efficiently used)
- Identify areas of opportunity for improvement and provide regular feedback on performance of team and future plans to team members
- Liaise with the training dept in performing training needs analysis

Job Requirements

- Degree or Diploma in Mining or equivalent
- Valid Botswana Open Pit Blasting License
- Valid ERB practicing certificate and 5 years' experience in mining environment with 2 years blasting experience
- A thorough knowledge of MWQM requirements
- Good computer skills especially Microsoft word, excel and Power point

Human Resources Superintendent

Job Summary

Reporting to **Human Resources Manager**, the successful incumbent will be required to provide quality & efficient HR Services to the Project by: ensuring that Project requirements are met and that is implementing all HR processes among others Employee Relations; HR Resourcing, Talent Management; Job Evaluation and Localization & Succession Planning. In addition, the position offers support to the HR Manager, advisory support to line Management and staff to facilitate and enhance a constructive & positive work environment in order to meet the Project objectives.

Key Responsibilities

- Provide effective & efficient recruitment & selection processes
- Review & implement HR policies & procedures in accordance with the Botswana Labour laws
- Advise Management and staff on general industrial relations issues
- Manage industrial relationships both internally and externally
- Ensure consistent application of policies & procedures in disciplinary and grievance processes
- Review of the on boarding process
- Ensure all Employment Contracts are aligned to the Botswana Labour laws
- Maintain HR data integrity
- Expatriate permits administration
- Coordinate Performance Management processes
- Assist in the budget compilation
- Drive effective business relationships with external stakeholders
- Union Management
- HR Reporting
- Adherence to internal and statutory requirements
- Implement and Manage SHE initiatives
- Ensure an efficient Payroll process
- Subordinates effectiveness

Job Requirements

- Degree Qualifications in Human Resources or Social Sciences or related disciplines or equivalent
- 5 - 10 years in a dynamic environment with at least 4 years' experience at Supervisory level.
- Sound Knowledge and understanding of the Botswana Employment laws
- Possess knowledge and experience in organizational development
- Knowledgeable of HR Information systems

Key effectiveness areas

- Strong hands on experience in a mining environment will be an added advantage
- Experienced in developing, leading and mentoring teams
- Good track record in managing teams and client relationships
- Ability to communicate effectively
- A results-oriented individual
- Ability to work effectively under pressure
- Computer literacy
- Attention to detail

Load and Haul Supervisor

Job Summary

Reporting to the **Load & Haul Superintendent**, the incumbent will be responsible for coordinating the part of mining operation to which he has been assigned according to agreed plan, while maintaining a place of work that is safe and free from risk to health and to environment with the objective of ensuring that production targets are met.

Key Responsibilities:

- Coordinate the part of the open pit operation (18.1 appointment) to which he has been assigned
- To coordinate continuous improvement and optimization activities in order to ensure optimum efficiencies of those functions in on-going basis
- Production against plan reconciliations and planning effectiveness measure and forecasts
- Communicates production plans and schedules, performance against plans and ensures that shortfalls are known by the relevant internal liaisons
- Compiles production reports and targets.
- Applies Health Safety Environment (HSE) standards in the development of all mining plans and schedules in order to minimize risks and environmental impact.
- Cost management effectiveness (Tyres and machines damages)
- Subordinates effectiveness

Job Requirements:

- Diploma in Mining or equivalent qualification
- Open Pit Blasting License
- Valid Drivers' License
- 4 years' mining experience of which 2 years were served at supervisory level.
- ERB practicing certificate

Facilities Supervisor

Job Summary

Reporting to **Facilities Superintendent**, the successful incumbent will be required to provide administrative functions of the Facilities section efficiently and consistently. Facilitate the daily functions of Camp Management and Township Accommodation to meet the needs of MMJV workforce requirements.

Key Responsibilities

- Monitor and supervise the team of cleaners in the mine
- Tidy and ensure well-maintained offices (Logistics building and Line up)
- Monitor the performance and quality of service provided by the external buses hired
- Develop and maintain a transport schedule as per contract
- Resolve complaints and issues from end users
- Schedule accommodation bookings for staff and guests
- Supervision of housekeeping
- Ensure compliance with camp rules and regulations
- Address general staff accommodation queries and requests
- Timeous delivery of weekly food orders and daily deliveries
- Coordinate with mine security to ensure consistent deliveries
- Ensure all Health, Safety & Environmental policies and procedures are communicated and understood by subordinates
- Establish a safety culture
- Construction, supply and services contract supervision
- Ensure the 'TAKE 5' discipline is maintained and encouraged daily and weekly safety talks
- Procurement and supply management
- Project specification, planning, financing and implementation

Job Requirements

- Diploma in Business Administration or Catering and Hospitality or equivalent
- At least 6 years of experience of which 3 years have been spent on Camp/ hospitality supervision or similar environment

Reliability Engineer

Job Summary

Reporting to **Senior Maintenance Superintendent Planning**, the successful incumbent will be required to continuously monitor all Majwe mobile plant and equipment reliability data with a Global Approach to improving equipment MTBF, provide consistent communication and reporting and provide engineering solutions to reliability issues.

Key Responsibilities

- Implement and manage systems to monitor and analyze reliability trends.
- Actively fostering a reliability culture focusing on defect elimination and continuous improvement.
- Coordinate continuous improvement and optimization activities in order to ensure optimum efficiencies of those functions in on-going basis
- Develop continuous improvement projects identified by the reliability programme.
- Develop and deliver appropriate reliability training to maintenance
- Implement condition monitoring strategies and review effectiveness.
- Provide Condition monitoring input to planned components replacements.
- Preparation of reports on engineering processes.
- Develop, apply and implement change management strategies and processes
- Implement cost effectiveness solutions to maintenance and safety problems
- Experience in mobile plant maintenance operations with large mining equipment
- Experience in maintenance activities for large mining equipment

Qualifications and Experience Requirements

- Bachelors' Degree in Mechanical or Electrical or a Trade Certificate
- 4 years' experience of which 2 years were served at supervisory level
- Minimum 3 years in mining, construction, energy or oil & gas industries
- Valid Drivers' License Class B
- ERB practicing certificate

Mine Planning Engineer

Job Summary

Reporting to the **Senior Mining Engineer- Planning and Scheduling**, the incumbent will be responsible for developing practical short-term mining plans and mining activities schedules with the acquired inputs aligned to the yearly and long-term strategic business plans that meet the company, client, safety and legal requirements.

Key Responsibilities

- Develops short-term mining plans and schedules which are aligned to the long-term mining business plans
- Tactical short-term planning and schedules
- Production against plan reconciliations and planning effectiveness measure and forecasts
- Communicates production plans and schedules, performance against plans and ensures that shortfalls are known by the relevant internal liaisons
- Compiles daily, weekly, monthly and quarterly production reports by calculating production performance using data provided by pit operations
- Applies Health Safety Environment (HSE) standards in the development of all mining plans and schedules in order to minimize risks and environmental impact.

Job Requirements

- Degree in Mining Engineering or equivalent
- 5 years' experience in a dynamic environment preferably in a mining environment
- Mine planning software skills
- ERB practicing certificate

Data Engineer

Job Summary

Reporting to the **Senior Mining Systems Engineer**, the incumbent will be responsible to optimize the operation of the Modular Mining system for effective and efficient utilization of production equipment. Ensure data integrity through efficient capturing,

analysis and reporting of Production management information. Monitor performance of dispatchers for efficient system deployment.

Key Responsibilities

- Update mine graphics; changes to road, waypoints, dump & load locations, material management, surfaces
- Ensure operators details are the system
- Update Rise and Run (R&R) information on the system
- Compile daily, weekly, monthly and quarterly production reports by calculating production performance using data provided by pit operations
- Systems hardware breakdowns reporting and follow-up
- Monitor Systems software performance and integrity
- Daily interaction with Dispatch personnel, and provide expert assistance
- Assist in identifying training needs
- Evaluate Dispatch Data to develop additional solutions to improve performance.
- Provide programming for reporting and information dashboards
- Investigate causes for cycle issues
- Produce & share daily, weekly & monthly reports with all stake holders
- Compliance to SHE Policy, systems and procedures

Job Requirements

- Diploma or Degree in Mining Engineering
- ERB Practicing Certificate
- Class B Drivers' Licence
- Open pit Blasting Licence
- At least 2 years contract mining experience

Drill & Blast Engineer

Job Summary

Reporting to the **Senior Mining Systems Engineer - Drill & Blast**, the incumbent will be responsible to provide technical support to the drilling and blasting function for efficient blasting practices to carry out technical investigations; value-add projects; develop blast designs; conduct audits and reports on existing processes to align the operation with best mining industry practice. To continually review procedures and systems to assure adherence to statutory requirements and safety standards.

Key Responsibilities

- Daily Pre-start checks
- Analyze drill and blast trends assessing their possible impact on the Cut 9 Project
- Develop rock-type based blast designs and conduct trials to optimize drilling and charging parameters
- Incident reports
- In-pit Operator Authorization
- Conduct trials to develop the most appropriate parameter blasting techniques in order to minimize damage
- Analyze vibration data and conferring with geotechnical personnel
- Conduct blast assesses in terms of fragmentation, diggability, back-break, fly-rock
- Recommend appropriate changes to blast designs
- Implement standards by liaising with other operations and suppliers nationally and internationally to ensure adoption of best practice in pit operations
- Ensure compliance to statutory requirements as stipulated in the Mines, Quarries, Machinery Regulations and other statutory requirements
- Carry out spot checks on Explosives Truck performance, cup densities and product
- Observe charging practices on bench (booster placement, correct stemming practice, Initiating System connections, etc.)
- Investigate and communicate any product failures including mis-fires and recommend remedial action
- Schedule meetings with key stakeholders and partners to ensure achievement of business objectives

Job Requirements

- Diploma/Degree in Mining Engineering
- Open pit Blasting Licence
- ERB practicing certificate
- Class B driver's license
- 5 years' experience in mining with 3 years blasting experience

Please respond by sending your applications, certified certificates and CV's to:
E-mail: recruitment@majwemining.com

Applicants **MUST CLEARLY** indicate on the email subject the position they are applying for. Correspondence will be limited to short listed candidates only

Closing Date: **9th February 2020**