

IDWALA INDUSTRIAL HOLDINGS CAREER OPPORTUNITY

Idwala Industrial Holdings, with interests in lime, carbonates, magnetite and other industrial minerals in various locations, has an opportunity at its Danielskuil operation situated in the Northern Cape. In keeping with the Company's policy of promoting from within, we hereby invite and encourage all employees within the Bud Group to apply.



QUARRY FOREMAN

The incumbent will be responsible Under the supervision of the Quarry Manager, supervise the complete operation of the processing plant, quarry operation and support areas and quality control.

Key Responsibilities

- Know and enforce all MHSA regulations, policies and recordkeeping.
- Oversee the safe plant operation of production while optimizing availabilities and efficiencies to ensure that quality material is on stock and available when required.
- Coordinate all phases of the operation
- Ensure preventive maintenance and repairs are scheduled to minimize the impact on production.
- Ensure that the pit operation and stripping plans are being accomplished safely, efficiently and according to budget.
- Utilize equipment efficiencies with maximum utilization and availability.
- Assist with mine planning, quality issues, permitting and general plant operation.
- Enter production data and maintain records.
- Perform task and hazard training as required.
- Conduct and document weekly safety meetings.
- Continuously improve the operation
- Perform MSHA inspection and reporting as needed.
- Ensures that finished products consistently meet customer expectations
- Exercise proper care and maintenance of company equipment.
- Perform additional assignments per supervisor's direction.

The ideal incumbent should meet the following criteria: -

- Must have related Mine / Engineering Qualification
- Blast Certificate is mandatory
- Minimum 2 years Supervisory Experience
- More than 5 years' experience in a mine/quarry is preferred
- MHSA regulations and how they relate to the operation.
- Accident reporting and investigation.
- Proficient with - MS Word, Excel, Power Point and email
- Willingness to non-traditional hours including night shift, Saturdays and occasionally Sundays.
- Valid driver's licence

Applications (accompanied by certified copies of qualifications) should be directed to: HR Administrator at PO Box 89, Danielskuil, 8405, OR alternatively fax personal details to (086) 751 1395, or e-mail to limerecruitment@idwala.co.za

Closing date for applications: 7 December 2018

If you have not received an invite to attend an interview by the 14 December 2018, consider your application unsuccessful. Recruitment for this position will be conducted with the intention of progressing our Employment Equity policy, targets and objectives. The Company reserves the right not to fill this position.

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HUMAN RESOURCES OFFICER

The incumbent will be responsible for the provision of recruitment, employee relations and human resource development co-ordination. Further to this, to interpret and comply with related policies, procedures and labour legislation governing HRD practices.

- Initiate, plan, execute, co-ordinate the integrated Human Resource activities within the Business Unit.
- Advise and facilitate the application of HR policies, rules, procedures and standards within the Business Unit.
- Advise on, facilitate and execute the applicable IR/ER practices and procedures relating to disciplinary cases; grievances; consultations; industrial action events; conflict and dispute resolution and union and employee forums.
- Monitor shop-floor morale; manage union representative enquiries and issues.
- Co-ordinate and/or conduct union/management forums.
- Handle change management initiatives.
- Co-ordinate personnel cost planning interventions including vacancy management initiatives.
- Identify, initiate and support business improvement initiatives within Human Resources.
- Involvement in management of social labour planning
- Support and undertake the administration of training activities in ensuring Schedule administrative requirements for delivering training - ad hoc - all aspects of logistics.

The ideal incumbent should meet the following criteria: -

- Minimum 5 years' hands-on experience as HR practitioner in a manufacturing environment.
- Have an applicable B Degree in the field of Human Resources or Behavioural Sciences (NQF6/8)
- Experienced in dealing with HR administrative duties, training administration support
- Analytical, decision making and problem solving skills.
- Excellent communication, negotiation and presentation skills.
- Preferably sound knowledge and understanding of Mineral Resources regulations.
- Sound knowledge of recruitment strategies, principles and procedures.
- Sound knowledge and skills within the field of labour legislation and relevant agreements with organized labour including Employment Equity legislation
- Computer literacy - MS Word, Excel, Power Point, Time management system, Sage VIP or any similar HR systems

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