

INTERNAL VACANCY

REF NO : SURVEILLANCE SENIOR SUPERVISOR

DIVISION : GLENCORE WESTERN CHROME MINE

POSITION : SURVEILLANCE SENIOR SUPERVISOR

CLOSING DATE : 20 NOVEMBER 2024

An Internal Vacancy exists for **1 x Surveillance Senior Supervisor Grade A** in the **Mining Division** based at **Glencore WCM, Rustenburg.**

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

- ✚ Check handover of previous shifts in control room OB and CCTV Daily shift report.
- ✚ Check fault Log Register.
- ✚ Verify that all cameras are working and recording
- ✚ Ensure that all CCTV system matters are dealt with professionally and efficiently
- ✚ Report all irregularities/incidents and breakdowns to relevant personnel
- ✚ Follow up on matters reported to technical team
- ✚ Create and complete Job cards for Technicians
- ✚ Check mail received from client regarding Product dispatches and logistic fleet list
- ✚ Ensure that CCTV Operators have correct information regarding loading that needs to take place on each site
- ✚ Ensure standardized fleet list is distributed between Operators.
- ✚ Attend to any surveillance queries received from site
- ✚ Compile weekly CCTV report and distribute to relevant personnel
- ✚ Compile weekly Camera downtime report that affected the loading of trucks.
- ✚ Collect information and investigate irregularities regarding Logistics, safety, and mining procedures
- ✚ Export CCTV footage and information and archive
- ✚ Compile Incident, feedback and information reports and distribute to all relevant parties
- ✚ Generate reports and returns summarising key activities
- ✚ Compile monthly SSS and technical Standby and distribute to all relevant personnel
- ✚ Identify training short falls and give appropriate on the job training.
- ✚ Ensure all documentation is filled, corrected, updated, and saved
- ✚ Maintain confidentiality as per client and Bidvest Procedures.
- ✚ Night Visits and Standby

Preferred qualifications/attributes/skills:

- ✚ Valdi PSIRA certificate – Grade – A.
- ✚ Previous experience in a Control Room.
- ✚ Computer literate.
- ✚ Grade 12 qualification.
- ✚ Have excellent presentation, professionalism to liaise with clients, written, verbal communication and report writing skills.
- ✚ Microsoft word, power point and excel skills – Advanced.
- ✚ Strong administrator skills.

CEO: C Diavastos

MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe

- ✚ Reporting skills.
- ✚ Must have excellent presentation, verbal communication and report writing skills.
- ✚ Strong interpersonal skills and professionalism to liaise with clients.
- ✚ Ability to work independently, under pressure, execution of tasks timeously and meet targets.
- ✚ Good organisational skills, patience and willing to go an extra mile.
- ✚ Clean disciplinary, criminal and credit record.

Interested candidates to E-mail CV and Internal Application Forms to williamsonm@proteacoin.co.za or internalcv@proteacoin.co.za
Employment consideration will be in accordance with the Employment Equity Act requirements
Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful

