

INTERNAL VACANCY

REF NO. : CIIMS ADMINISTRATOR
DIVISION : MINING
POSITION : CIIMS ADMINISTRATOR
CLOSING DATE : 3 MARCH 2025

An Internal Vacancy exists for a **CIIMS Administrator** in the **Mining Division** based at **Tharisa Minerals, Rustenburg.**

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

- ✚ Day to day admin operations
- ✚ Submitting reports
- ✚ CIIMS on daily basis
- ✚ Ensure compliance to the company's disciplinary code
- ✚ Ensure that all company SOP's are followed

Preferred qualifications/ attributes/ skills:

- ✚ Admin certificate or equivalent qualifications
- ✚ Grade A PSIRA certificate
- ✚ Crime analysis
- ✚ Computer literacy Microsoft Office 365
- ✚ Grade 12 or equivalent qualification
- ✚ Excellent written and verbal communication skills
- ✚ Will undergo polygraph test as needed
- ✚ The ability to communicate and present at all levels
- ✚ The ability to work under pressure
- ✚ Clean disciplinary, criminal and credit record
- ✚ Willing to work long hours
- ✚ Undergo screening process prior to interview, which the candidate needs to be successful in all requirements
- ✚ Own transport

Interested candidates to E-mail CV and Internal Application Forms to 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

CEO: C Diavastos
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe