

INTERNAL VACANCY

REF NO. : ASSISTANT CONTRACT MANAGER
DIVISION : MINING DIVISION - GOLD FIELD SOUTH DEEP
POSITON : ASSISTANT CONTRACT MANAGER
CLOSING DATE : 02 APRIL 2025

An Internal Vacancy exists for an **Assistant Contract Manager** in the **Mining Division - Gold Field South Deep** based in **Gauteng**.

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

- ✦ Proficiency in computer & Microsoft (Word & Excel)
- ✦ Threat and Risk assessments;
- ✦ Client liaison and professional client relationship;
- ✦ Manpower management;
- ✦ Equipment management;
- ✦ Effectively dealing with and managing client complaints;
- ✦ Ensure that contractual requirements are met at all times;
- ✦ Incident and investigations Management;
- ✦ Ensure compliance to the Company's disciplinary code;
- ✦ Initiating and chairing disciplinary hearings;
- ✦ Ensure all company SOP'S are followed;
- ✦ Health and Safety Management;
- ✦ Ensuring Security Officers problems that are reported are solved;
- ✦ Ensure all BPC policies and procedures are always followed;
- ✦ After-hours visits;
- ✦ Must have own transport;

Preferred qualifications/attributes/skills:

- ✦ PSIRA certification – Grade A;
- ✦ Grade 12 or equivalent qualification;
- ✦ Relevant experience as a Contract Manager or similar position would be advantageous;
- ✦ Gold and illegal mining and investigations and intelligence experience;
- ✦ Firearm competency for Rifle handgun and shotgun;
- ✦ Risk analysing skills would be advantageous;
- ✦ Bilingual (English and any other South African Language);
- ✦ The ability to communicate and present at all levels;
- ✦ Excellent written & verbal Office communication skills;
- ✦ Working knowledge of MS office;
- ✦ The ability to work under pressure;
- ✦ Willing to undergo polygraph;
- ✦ Willing to work long hours
- ✦ Clean disciplinary, criminal and credit record;
- ✦ Code 10 driver's license and valid PDP;

Interested candidates to E-mail CV and Internal Application Form 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