

INTERNAL VACANCY

REF. NO : BRANCH ADMINISTRATOR
DIVISION : MINING - SIBANYE COOKE
POSITION : BRANCH ADMINISTRATOR
CLOSING DATE : 04 APRIL 2025

An Internal Vacancy exists for a **Branch Administrator** in the **Mining Division** based in **Randfontein**.

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

Orders and capex:

- ✚ Creating orders on WebX
- ✚ Doing follow ups on invoicing and payments
- ✚ Requesting quotes
- ✚ Compiling capex's and motivational memos of why the assets needs to be purchased
- ✚ Doing follow ups on the capex's
- ✚ Ensuring original invoices reaches HQ before the cut off dates
- ✚ In charge if the following:
 - ❖ Ordering stationary
 - ❖ Ordering cartridges for all the machines
 - ❖ Ordering paper
 - ❖ Ordering of equipment such as, spotlights, bullet proofs, hand radios, pc's etc.
 - ❖ Make sure the equipment list is kept up to date

IOD's:

- ✚ Completion of WCL2 forms (employer's report of an accident)
- ✚ Completion of WCL6 forms (resumption report)
- ✚ Completion of incident record book
- ✚ Send all relevant documentation to HQ
- ✚ Ensuring a claim number is received from HQ
- ✚ Doing follow ups with the employee and hospital
- ✚ Arrange fruit baskets to be delivered if employee is in hospital for a long period of time
- ✚ Arrange to visit the employee in hospital if the manager is not available
- ✚ Doing disability claims if the employee is found unfit with his/her last medical report



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Salaries and other:

- ✚ Compiling duty rosters for the hourly paid employees
- ✚ PRP for the hourly paid employees
- ✚ Compiling the leave schedule for all employees
- ✚ Doing leave, sick leave and compassionate leave
- ✚ Ensuring that all employees medicals are up to date
- ✚ Ensuring all induction training for the employees is up to date (sending them to the mine's induction training office)
- ✚ Ensuring that all employees do polygraphs once a year or every 6 months, depending on the requirements
- ✚ Notifying the employees in advance for the polygraph test
- ✚ Arranging for polygraphs
- ✚ Sending employees to Gijima for training
 - ❖ Keeping record of Reg 21
 - ❖ Sending employees for full fire arm courses
 - ❖ Making sure they go to SAPS for the SAPS competency
 - ❖ Making sure all certificates are still valid
 - ❖ Sending employees to upgrade their gradings
 - ❖ Arranging transport for the employees to and from Gijima
 - ❖ Doing follow ups of certificates not yet received
 - ❖ Sending employees for H&S training
 - ❖ Sending employees for first aid training

- ✚ Handling all the pay queries
- ✚ Compiling contracts for new employees
- ✚ Ensuring all the documents are completed
- ✚ Sending them for medical and induction at the mine
- ✚ Making sure they receive the necessary training before working alone
- ✚ Doing daily posting sheets
- ✚ Sending loan forms when an employee wants to apply for a loan
- ✚ Assisting with any salary related problems from the workforce, by explaining how certain things work (stay clued up with all the changes)
- ✚ Doing terminations
 - ❖ Completing termination form and relevant documentation
 - ❖ Updating PSIRA
 - ❖ Doing the UIF online
- ✚ Doing promotions and all the relevant documentation
- ✚ Salary adjustments
- ✚ Doing transfers
- ✚ Staff purchase
- ✚ Keeping personal files up to date

Health and safety:

- ✚ Sending out toolbox talks to relevant supervisors for training and signatures
- ✚ Sending all relevant documentation to HQ monthly

Monthlies:

- ✚ Compiling the following month reports
 - ❖ HR report
 - ❖ Training report

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Uniforms:

- ✚ Issuing of uniforms on a weekly basis to the work force
- ✚ Record keeping of all uniform being issued
- ✚ Making sure each employee is issued with uniform within the time frame of 10 months
- ✚ Monthly stock take and sending it to relevant persons
- ✚ Good housekeeping in the uniform store
- ✚ Completing staff purchase for employees who lost their uniform due to negligence
- ✚ Making sure there is enough PPE on hand in the store
- ✚ Providing a list of all the uniform that needs to be ordered each month
- ✚ Assisting with the regional warehouse when requested

CV's:

- ✚ Checking PSIRA on CV's received
- ✚ Arranging interviews when needed
- ✚ Conducting the written interview when vacancies are available (also marking of the test papers)
- ✚ Arranging interviews with the manager when a candidate from "outside" has done the written interview

General:

- ✚ Typing of memos
- ✚ Taking messages
- ✚ Making copies
- ✚ Binding registers
- ✚ Assisting management when needed
- ✚ Arranging IR to come for hearings
- ✚ Arranging refreshments when visitors come to the offices
- ✚ Notice boards are being kept up to date
- ✚ Good housekeeping of your office

Preferred qualifications/attributes/skills:

- ✚ PSIRA Certification Grade B;
- ✚ Grade 12 or equivalent qualifications;
- ✚ Relevant experience as receptionist/front office clerk;
- ✚ Previous experience in a similar position will be advantageous.
- ✚ Must be medically fit and willing to undergo polygraph test;
- ✚ Excellent written & verbal communication skills;
- ✚ A good working knowledge of MS Office (Excel);
- ✚ The ability to communicate and present at all levels;
- ✚ The ability to work under pressure;
- ✚ Clean disciplinary, criminal and credit record;
- ✚ Own transport and accommodation;

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

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