

### **INTERNAL VACANCY**

**REF. NO. : HEALTH AND SAFETY ADMINISTRATOR**  
**DIVISION : MINING – BLACKROCK - NORTHERN CAPE**  
**POSITION : HEALTH AND SAFETY ADMINISTRATOR**  
**CLOSING DATE : 03 JULY 2025**

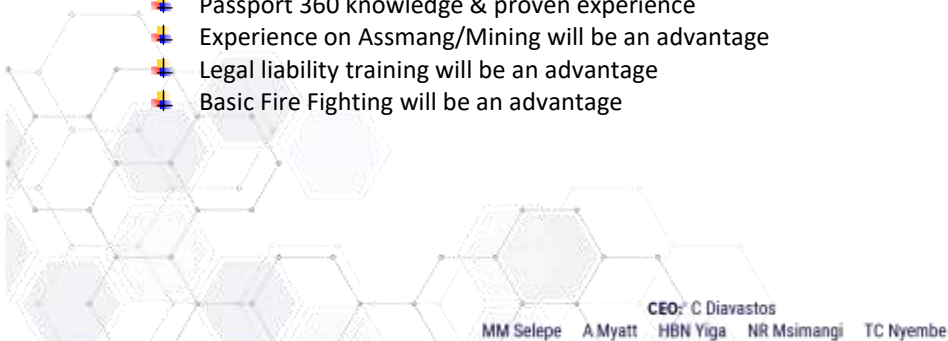
An Internal Vacancy exist for a **Health and Safety Administrator** in the **Mining Division, Black Rock Mining Operation**, based in the **Northern Cape**.

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

- ✚ Conduct legal inspections and report deviations.
- ✚ Enforce adherence to Health and Safety standards in the work environment. Assist in implementation and maintenance of the Health and Safety Management System; including Contractor Management System and Contractor File.
- ✚ Participate as an ex-officio member of the health and safety committee.
- ✚ Obtain, check and refine information.
- ✚ Collate and submit reports.
- ✚ Run data exception reports and take corrective action.
- ✚ Conduct document control spot-checks
- ✚ Identify recurring problems and derive creative solutions involving team members or using own vocational knowledge and experience.
- ✚ Implement and communicate compliance requirements and changes.
- ✚ Ensure operational plan is implemented.
- ✚ Inspect designated work areas, record in log book and report to Management for corrective action.
- ✚ Investigate all accidents, dangerous occurrences and non-conformance.
- ✚ Assist in conducting SHERQ risk assessments and provide input to corrective and preventive actions and follow-ups.
- ✚ Facilitate appropriate action to reduce health and safety risks.
- ✚ Assess team relations and resolve problems. Maintain active and informative relations with all team members, peers, customers and suppliers.
- ✚ Ensure Emergency Management Plan is operationally introduced during incidents.
- ✚ Compliance with the Client 's operational Emergency Management Plan must be ensured.

*The suitable candidate should have the following qualifications/attributes/skills:*

- ✚ Grade 12 or equivalent qualification
- ✚ Computer Literacy (Microsoft Office)
- ✚ Introduction to SAMTRAC
- ✚ Passport 360 knowledge & proven experience
- ✚ Experience on Assmang/Mining will be an advantage
- ✚ Legal liability training will be an advantage
- ✚ Basic Fire Fighting will be an advantage



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- ✚ Working at Heights will be an advantage
- ✚ Medically Fit
- ✚ Valid driver's license
- ✚ Good verbal & written Communication skills;
- ✚ Reporting, Planning and organizing skills;
- ✚ Quality Standards compliancy;
- ✚ Self-motivation and able to work under pressure;
- ✚ 2 Years' Administration / Safety experience;
- ✚ Conflict resolution skills and Team player
- ✚ Time Management Skills
- ✚ Assertiveness & Accuracy in the field
- ✚ Attention to detail
- ✚ Clear Criminal Record.

Interested candidates to E-mail CV and Internal Application Form to [internalcv@proteacoin.co.za](mailto:internalcv@proteacoin.co.za) and [jeane.brand@assmang.co.za](mailto:jeane.brand@assmang.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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