

INTERNAL VACANCY

REF. NO : **CONTRACT MANAGER**
DIVISION : **MINING DIVISION – TRANSALLOYS**
POSITION : **CONTRACT MANAGER**
CLOSING DATE : **11 AUGUST 2025**

An Internal Vacancy exists for a **Contract Manager** in the **Mining Division** based in **Transalloys, Witbank**.

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

- ✚ Security advice to client
- ✚ Threat and Risk assessment
- ✚ Client liaison and professional client relationship
- ✚ Manpower Management
- ✚ Equipment Management
- ✚ Effectively dealing with and managing client complaints
- ✚ Ensure that contractual requirements are always met
- ✚ Initiating and chairing disciplinary hearings
- ✚ Incident and investigation management
- ✚ Ensure compliance to the Company's disciplinary code
- ✚ Knowledge of Health & Safety management
- ✚ Ensuring Security Officers problems that are reported are solved
- ✚ Ensure that all company / client SOP's are followed
- ✚ Ensure BPC policies and procedures are always followed
- ✚ Ensure that training takes place as and when required to increase and sustain the performance and productivity of the staff
- ✚ After hour visits and standby duties
- ✚ Completion of daily, weekly and monthly reports
- ✚ Assisting with shift changes as a standby manager
- ✚ Must be able to attend meetings and take calls to assist with matter of urgency even on rest days
- ✚ Demonstrate extensive knowledge of good security practice covering the physical and logical aspects of information products, systems, integrity, and confidentiality

Preferred qualifications/attributes/skills:

- ✚ 10 years' minimum experience in the mining environment (experience in the PGM environment will be an advantage).
- ✚ Security Management Diploma with a Security B-Tech Degree or equivalent.
- ✚ Must have experience in investigations of criminal cases and internal mine related cases.
- ✚ SAPS experience will be an advantage.
- ✚ PSIRA certification – Grade A
- ✚ Grade 12 or equivalent qualification
- ✚ Firearm competency and a valid regulation 21 certificate is an advantage (9mm, Shotgun, Self-Loading Rifle, Carbine)
- ✚ Relevant experience in a managerial or similar position. Not less than 10 years as a Contract Manager in a Mining Environment.
- ✚ Must have confidence in dealing with the public and community unrest.

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- ✚ Bilingual (English and any other South African Language).
- ✚ The ability to work under pressure.
- ✚ First aid and fire-fighting training will be advantageous.
- ✚ Excellent written & verbal communication skills.
- ✚ Computer literate and knowledge of MS office.
- ✚ Must be willing to undergo polygraph test.
- ✚ Clean disciplinary, criminal and credit record.

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 the closing date, your application should be considered unsuccessful



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