



**INTERNAL & EXTERNAL VACANCY:
PROTECTION SERVICES
ADMINISTRATOR (C1)
(PROTECTION SERVICES)
READVERTISEMENT
(1 POSITION)
REF: DCM/PS/PSA**

Seize this opportunity to join Dwarsrivier Chrome Mine, a values-driven Company that unconditionally cares for its people. Dwarsrivier Chrome Mine is a wholly owned subsidiary of Assore Limited.

Our mine, situated in the Limpopo Province about 60 kilometers from Lydenburg and 40 kilometers from Burgersfort, and is a world-class producer of Chrome Ore.

The successful applicant will report to the Protection Services Superintendent or nominee.

MINIMUM EDUCATIONAL REQUIREMENTS:

- Grade 12 / Standard 10 Certificate.
- Certificate in Clerical or Business Administration
- Registered with PSIRA (Grade C).
- Code 08 (B) Driver's Licence.
- **Advantageous:** Certificate in Online Intelligence Administration

EXPERIENCE (including but not limited to):

- 1 - 2 years Clerical/Administrative experience in the Mining environment.

DUTIES (including but not limited to):

- To perform Protection services related administration duties such as data capturing, filing and customer service general administration in terms of security contractor legal compliance and administration of security related software and systems.
- Assist colleagues and team members with a variety of tasks when requested and instructed. Assistance is provided to co-workers and as instructed by supervisor when required. Ensure instructions are understood before commencing with tasks. Ensuring optimal labour availability by coordinating leave planning, labour planning absenteeism, gang transfer and departmental movements. Ensure quality of inputs into Protection Services systems are maintained.
- Coordinate administration and control documentation toward supporting departmental functions. File documentation and manage the filing archive to readily access and retrieve data as and when required. Ensure effective distribution of information, control and document changes as per request. Schedule meetings, reviews timely and professionally and follow-up regarding actions and progress. Record keeping of vehicle and other access categories.
- Maintain relationships with both internal and external customers to promote department and overall company image. Assist and support Practitioners and Superintendents as required. Attended employee and related enquiries timely and in accordance with policy and statutory requirements.
- Ensure timeous and accurate capturing of data on various Protection Services systems. Administration of criminal background, qualifications and company checks on appropriate software platforms. Coordinate administration and control documentation towards supporting departmental functions. File documentation and manage the filing archive to readily access and retrieve data as and when required.
- Submit Protection Services report timeously.

Visit Dwarsrivier Chrome Mine Careers Page on: <https://dwarsriviermine.simplify.hr/>



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Selection will take place according to the Dwarsrivier Chrome Mine Recruitment Operating Procedure. A strong consideration will be the individual's fit with the Dwarsrivier Chrome Mine Values. The successful candidate will be appointed on the Dwarsrivier Chrome Mine Conditions of Employment, which includes being certified medically fit as per the Mine Health and Safety Act 29/1996. Dwarsrivier Chrome Mine is an equal opportunity employer, and due consideration will be taken in terms of the Company's Employment Equity Plan and Mining Charter objectives.

CV's may be submitted to: Dwarsrivier Recruitment through the link: <https://dwarsriviermine.simplify.hr/>.

All candidates must ensure that all relevant certified (certified by SAPS) qualifications, certificates, and licences are attached to their application. Shortlisted candidates will be required to authenticate information provided in their CV's. Correspondence will be entered into with shortlisted candidates only. Candidates may be required to undergo psychometric and other relevant assessments. Please note that criminal and credit checks may be conducted on the successful candidate.

If a candidate fails to provide information or submit proof of qualifications as per the minimum requirements above the application will not be considered.

No late or unsolicited applications will be considered. No recruitment agency C.V.s will be accepted.

POPIA DISCLAIMER:

By sending your CV to Dwarsrivier Chrome Mine for this advertisement, you agree to the following:

- The processing of your personal information for recruitment purposes.
- Further processing of personal information, which may be shared with third parties for verification purposes.
- Dwarsrivier Chrome Mine will keep the record of your personal information confidential and for the specific purpose it was intended for.

Note: Should you fail to provide relevant personal information requested during the Recruitment and Selection purpose for the position you have applied for, we may not be able to consider and process your application further.

CLOSING DATE: 26 February 2025



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