



**Mbuyelo Mining Contractors (Pty) Ltd**  
a subsidiary of Mbuyelo Group (Pty) Ltd

## Junior Shift Supervisor

### ROLE PROFILE

GROUP FUNCTION / BUSINESS UNIT			
GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Group	DATE	12 September 2022
DISCIPLINE	Production	JOB LEVEL	C - Level
DEPARTMENT	Mining	REFERENCE	MMC001
REPORTING STRUCTURE			
REPORTS TO (TITLE)	Senior Foreman		
ROLE SUMMARY (PURPOSE)			
Responsible for overseeing mine production, employees, equipment and scheduling. Ensure the mine production process is flowing safely, smoothly, accurately and timely to meet the Company's profitability and the stakeholder's needs.			
KEY WORK OUTPUTS AND ACCOUNTABILITIES			
<ul style="list-style-type: none"><li>• The control and monitoring of production operations within a designated area/shift.</li><li>• Inspection of all production activities in his/her area of responsibilities and the recording of the findings of such inspections.</li><li>• Ensure that Pit Production handover is done correctly</li><li>• The inspections of all machinery and equipment in his/her area of responsibilities and the recording of the findings of such inspections.</li><li>• The continuous evaluation and monitoring of work performances and the taking of adequate measures to ensure workers are competent to perform their duties.</li><li>• To ensure all work outputs are quality and quantity driven.</li><li>• The completion of all required reports.</li><li>• Evaluation of daily operations to ensure safety performance</li><li>• Responsible to ensure that Safety rules/regulations and management specifics pertaining to daily tasks are complied with, and to deal with/report any breaching thereof.</li><li>• Ensure compliance with the company's safety standards.</li><li>• Ensure production team understands objectives to be achieved by the department.</li><li>• Ensure correct disciplinary actions are taken with regards to employees as per policies.</li><li>• Manage labour availability</li><li>• Ensure effective and timeous reports, i.e. on daily hours, productivity, daily production, daily site inspection reports, and production target variance reports.</li><li>• Ensure that procedures and COP's /SOP's are strictly adhered to.</li></ul>			

**REQUIREMENTS****QUALIFICATIONS/  
EXPERIENCE/  
KNOWLEDGE/SKILLS**

- Grade 12 or equivalent qualification
- First Aid certificate
- Driver's Licence
- Blasting Certificate will be advantageous
- Competent to operate at least one of the following machines
  - Excavator
  - Track Dozer
  - Grader
  - Articulated Dumper Truck (ADT)
- Competent A certificate
- Safety Qualification will be advantageous
- Excellent written and verbal communication skills
- Computer literacy skills.
- Supervisory Skills
- Demonstrate an ability to plan, organize and lead.
- Think analytically, systematically and laterally.
- Valid medical certificate. (Red ticket)

**Additional information**

- Appointment will be made in line with the Employment Equity consideration.
- If you have not heard from us in 21 working days, please consider your application as unsuccessful
- Internal Candidates wishing to apply for this opportunity must inform their supervisors upon applying

**Closing date**

- The closing date for applications: **22 September 2022**

**Contact details**

- e-mail to: [hr.mmc@mbuyelo.com](mailto:hr.mmc@mbuyelo.com)