



RAND URANIUM

**Exciting job opportunities in a
NEW Uranium and Gold Company.**

Rand Uranium is an equal opportunity employer and offers the following:
 ■ Competitive market related salary and benefits ■ Situated in the Randfontein area in Gauteng and in close proximity to Johannesburg and the West Rand ■ Shallow and cool underground environment and general good working conditions.

MANAGEMENT ACCOUNTANTS

Minimum Requirements:

- Grade 12
- 3 year financial and/or Costing Degree
- Minimum of five years experience in the mining industry
- At least 2 years at senior management
- Extremely strong in budgeting, forecasting, cost management, valuations, capital management and reporting of management information
- Ability to work in a senior team environment as well as have the ability to work independently & meet strict deadlines
- High level of Microsoft office knowledge
- Excellent verbal & written communication skills
- SAP experience would be an advantage

Duties and Responsibilities:

- The successful candidate will report directly to the operations manager of a shaft and would be responsible for the management of the operational finance of the shaft.
- Included in the financial management would be the following responsibilities:
 - Budget development and management
 - Cost Management and optimization
 - Area cost modelling and management
 - Capital management
 - Management Information and reporting
 - Efficiency improvements
 - Business modelling
 - Project valuations (NPV, IRR and Payback)
- As part of the role the successful candidate will form an integral part of the management team of the operation and would be required to actively contribute to the effective performance of the shaft.
- The successful candidate will report to the Financial Manager on technical issues related to the role.
- The successful candidate will be required to manage a small staff where applicable

PAYROLL/PROCESS SUPERVISOR

The appropriate candidate will be accountable for the supervising, the administration, maintenance, review and reporting of data and information to support the accurate delivery of HR & Payroll related transactions

Minimum Requirements:

- A Matriculation Certificate with Maths or a Diploma in Payroll Management
- Minimum of 8 to 10 years Payroll Experience at Supervisory level
- Advanced computer literacy, specifically MS Excell with knowledge of PAL Pay
- Knowledge of payroll practices, technologies and Employee benefits
- Ability to analyse and interpret data and make data driven decisions
- Knowledge of applicable legislation and statutory requirements
- Auditing Skills
- Analytical with high attention to detail
- Own transport

Duties and Responsibilities:

- To optimize staff to ensure maximum productivity
- To ensure compliance with current legislation, various acts and Chamber of Mines Notes & Agreements,
- Maintain the integrity of the Payroll System
- Consult with Internal and External customers, thereby ensuring that client specific requirements are met
- Advise and assist with Wage agreements, projecting cost to assist with decision making and ensure correct implementation of final decisions made
- Meet payroll deadlines in respect of employees and Third party payments
- Oversee the payroll accounting function with regards to financial matters
- Perform the entire payroll function for Labour Hire Companies and ensure correct payment to them
- Validate and verify all data before payroll processing
- Identify errors and initiate corrective action
- Supervise the application and request of Tax directives
- Assist Finance Staff with information required for Reconciliation purposes
- Authorisation of system related changes and communication to all relevant Departments
- Setting up support systems and schedules for a 24/7 operation
- Supply management with adhoc reports as required

PROJECT ADMINISTRATOR

Job Qualifications and Experience Minimum Requirements:

- Grade 12 / N3 equivalent
- Advanced Survey/Advanced Valuation/MRM Certificate/Mine Overseers/Managers Certificate or Engineering Certificate of competence
- English proficiency, read write and speak
- Code 8 drivers license
- Be declared medically fit to suit the work requirements
- Underground experience in MRM, Engineering or Mining
- Use of Micro Soft office packages essential (Excel, Word, Power)

Pre - requisites:

- Must be a self starter, show initiative
- Ability to work under pressure and meet deadlines
- Have good communication skills
- Must have a positive attitude
- Adhere to company principles and values
- Possess leadership skills
- Ability to work independently however still be a team player

Advantageous:

- Knowledge of MS Project
- Completed a Project Management Course
- A tertiary course in Mining, MRM or Engineering

Job content

- Co-ordinate Life of Mine role player deliverables
- To administer several strategic Mine design and Life of Mine projects
- Co-ordinating meetings, records, visits
- To liaise with different stakeholders to ensure good communication between the Project team and other functions involved in the projects
- Keeping minutes and notes of all meetings, decisions and visits
- Updating Gant Charts and daily control sheets including daily project diary
- Design, control and presentation of all relevant Excel spreadsheets and power Point presentations

Contact Person: **Melissa Lake** Designation: **HR Statistician**
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Closing date: 8 November 2011

RIGGER (UNDER GROUND)

Minimum Requirements:

- Grade 10 or equivalent
- English Proficiency (Read, Speak, Write) and any of 11 Official languages will be advantageous
- Valid Section 13 Rigger Trade Test
- Minimum of 2 – 5 years underground experience
- Experience in shaft steel work, slinging of material and heavy equipment in the shaft
- Valid driver's license and own transport
- Computer literacy will be advantageous
- Must be declared medically fit for the position and environment, as determined by a risk-based medical examination at the Occupational Health Centre

Experience and Training:

- Fabricates, set up and repair rigging, supporting structures, hoists and pulling gear by using hand and power tools
- Manipulate rigging lines, hoist and pulling gear to move or support a heavy equipment
- Ensure all lifting equipment is regularly tested in accordance to the relevant SANS standards
- Compile work priority list and resource requirements, accurate shift and work order reports
- Complete risk assessment and ensure communication is clear to co-workers at all times
- Allocate work orders and complete job cards and planned maintenance schedule reports
- Comply with safety and legal requirements
- Control and maintain all lifting equipment on the Mine
- Undertake maintenance on winding ropes and attachments

SENIOR MINE PLANNER

Minimum Requirements:

- Diploma-Mineral Survey/Mining/ Geology or Equivalent (Advanced Mine Survey)
- Proficiency in English
- Ability to work under pressure
- Knowledge of Cadsmine or any other 3D mine design program essential

Duties and Responsibilities:

- To perform project design work.
- To produce life of mine plan,
- To ensure compliance with the MHS Act and all other Acts and Regulations related to planning

Experience and Training:

- 2 years underground experience in Survey/ Mining/Geology
- Computer Literacy

SENIOR MINE SURVEYOR

Minimum Requirements:

- Diploma-Mineral Survey or Equivalent
- Mine Surveyors Certificate of Competency (MSCC).
- Proficiency in English
- Ability to work under pressure
- Knowledge of GMSI MRM survey systems would be an advantage

Duties and Responsibilities:

- To provide effective leadership to the survey department
- To ensure compliance with the MHS Act and all other Acts and Regulations related to survey
- To generate daily and monthly survey reports as require by the company

Experience and Training:

- 2 years experience in Mine Survey Management
- Computer Literacy
- Check Surveys

TRAINEE T&A (Bobebe) OPERATOR

Minimum Requirements:

- Minimum grade 10 certificate or NQF Level 4 equivalent.
- Admin oriented.
- Computer literacy will be an advantage.
- Good communication Skills.
- To be fluent in English and other official language.
- Must be good in problem solving.
- Payroll knowledge will be an advantage.

Duties and Responsibilities:

- Learn the HR System calculators (Adteam, Redwing and Palpay)
- Learn to do data capturing.
- Learn administrative filing system according to procedure.
- Liaise with customers, render a full range of assistance in T&A.



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7th – 18th November 2011**

***Safety Officers 2 Full Time Course
28th November – 9th December 2011**

***Safety Officers 1 Full Time Course
9th – 20th January 2012**

For Correspondence info contact:
 072 104 8731 / 072 768 5165 during office hours.

Contact our client services at 018 786 4300 / 018 786 2812

