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# 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.

### CONTRACTS CO-ORDINATOR

#### Minimum Requirements:

- Relevant Financial, Legal Qualification
- Sound Knowledge of Indices & Escalations
- Good Negotiation Skills
- Excellent Communications Skills
- Sound Administration Skills
- SAP
- Typing Skills
- Windows Office (Excel, Word PowerPoint, etc.)
- Contract & SLA Knowledge
- Understand the Buying Process

#### Duties and Responsibilities:

- 1 Contract/ SLA services.
  - Contracts / Service Level Agreements
  - Price Increases / De-creases
  - Procurement Social Labour Plan
  - Vendor Notifications
  - Negotiations
  - History Record keeping
- Policies and Procedures Compliance
- Vendor Info Management
- SAP
  - Workflow Approval
  - Item Code /Cost Upload and Maintain
- Procurement Social Labour Plan Custodian
- General Admin

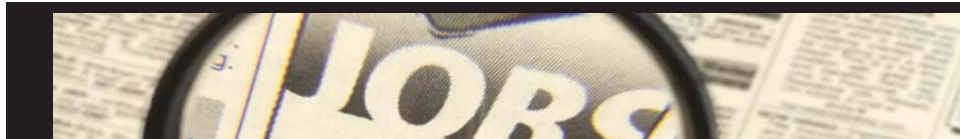
### TECHNICAL BUYER

#### Requirements:

- Relevant Eng. / Technical Qualification, Electrical & Mechanical
- Sound Knowledge of Engineering Terms
- Ability to read Drawings
- SAP
- Buying Experience
- Good Negotiation Skills
- Windows Office (Excel, Word PowerPoint, etc.)
- Good Administration Skills

#### Responsibilities:

- First point of contact for vendors
- Evaluation of requisitions
- RFQ Process
- Manage (Applying) Engineering Standards
- Liaise with engineers regarding scheduling of maintenance
- Liaise with end-users regarding procurement policies & requirements
- Schedule and attend Site Meetings
- Related risk management
- Vendor relations
- Vendor Evaluations / Assessments
- System administration and management
- Liaise with Accounts Payable Department
- Liaise with legal department
- Ensure Tender procedure Compliance
- Tender Document Management
- Manage Savings Register
- General Admin / Filling

Contact Person: **Aaron Mochumi**Email: [Aaron.mochumi@randuranium.co.za](mailto:Aaron.mochumi@randuranium.co.za)Fax: **086 504 0164**, Designation: **Senior Human Resources Officer****Closing date: 18 November 2011**

Eland Platinum Mine, in partnership with the international Xstrata group, is the employer of choice in the North-West Province. Our rapidly expanding facility is situated on the western rim of the Bushveld complex near Brits.

The following opportunity, for a career-minded individual, is available:

## Project Accountant

### Admin Department

The successful candidate will mainly be responsible for daily data capturing (proper data integrity) and maintenance of Capital Projects on SAP. He/she will control invoices and verify discrepancies on payments, provide support to the Project Management Office and Project Leaders and adhere to Management and financial accounting principles. In addition, the successful candidate will manage and control capital budgets and costs and provide accurate, timely project reporting.

Success demands a Grade 12, NQF 4/5, 3-year financial diploma/degree and 3 years' financial accounting experience, as well as computer literacy (Microsoft Office, especially Word and Excel). SAP experience is also essential, whilst capital experience would be advantageous. Our ideal candidate is able to work under pressure and independently, as well as part of a team. He/she is medically fit, holds a valid Code 08 driver's licence and has own transport. **(Ref. 82174)**

**Please note:** Xstrata Eland is committed to operating sound Sustainable Development (SD) management practices and strives towards leadership in these areas. Applicants must take note that general SD requirements and adherence to all SD policies and procedures will be expected of them.

In addition to merit on the basis of qualifications, experience and proven achievements, preference will be given to applicants from the historically disadvantaged groups.

Potential candidates must be willing to attend an interview at the Eland site near Brits at their own expense.

The Company offers a competitive remuneration package with a Medical Benefit Fund and a Retirement Provident Fund.

**To apply, please submit a comprehensive CV, quoting the relevant reference number and stating your relevant experience, as well as certified copies of educational qualifications, to the Human Resources Department at Xstrata Alloys, Eland Platinum Mine, e-mail: [elandhr@xstrata.co.za](mailto:elandhr@xstrata.co.za) or fax: 086 594 8009 or post to PO Box 3436, Brits 0250.**



If you have not heard from us within a period of 21 days after the closing date for applications, accept that your application was unsuccessful. The CVs of unsuccessful candidates will not be returned.

**Closing date:** 17 November 2011

[www.humanjobs.co.za](http://www.humanjobs.co.za)

Human Communications 82174



**HAND IN HAND**  
Southern Africa

### ENTERPRISE DEVELOPMENT OFFICER

Hand in Hand Southern Africa (HiHSA) is a Section 21 Company with a vision of reducing poverty through job creation. HiHSA implements a unique Self Help Group (SHG) model in enabling beneficiaries to start, run and grow their income generating activities into sustainable enterprises that create jobs.

HiHSA is seeking experienced and qualified candidates to work as an **Enterprise Development Officer** in the North West Province (Rustenburg Office). The Enterprise Development Officer's key role will be to ensure implementation of the approved enterprise development strategy at regional levels.

#### Key Responsibilities

- Implement the approved enterprise development strategy at regional level
- Facilitate beneficiary support at regional level
- Monitor and evaluate implementation of enterprise development initiatives at regional level
- Oversee resources under the enterprise development unit at regional level

#### Knowledge and Skills

- Basic Business Management and Business process facilitation
- Enterprise development practices and Enterprise development best practice approaches
- Basic sector and value chain analysis
- Stakeholder management approaches
- Enterprise funding requirements particularly microfinance, small businesses, etc
- Enterprise risk management
- Capacity development i.e. ability to impart skills on beneficiaries and colleagues
- Business Writing and Records Management
- Project implementation methodology
- Basic financial management
- Problem Solving and Analysis
- People Management, Teamwork and Interpersonal skills
- Client orientation and Customer Focus

#### Qualifications and Experience

- A Diploma or Degree in Business Management or Economics with a bias towards enterprise development/entrepreneurial studies
- 3 years experience in business management, of which a minimum of 2 years must have been spent in enterprise development initiatives
- 2 years experience working with SMMEs or similar entities

The incumbent will be expected to be mobile with own vehicle as well as a valid driver's licence.

**Qualified and experienced candidates can apply by submitting their CVs to [tmoseneke@handinhandsa.org](mailto:tmoseneke@handinhandsa.org). Or you can hand deliver your application at, 15a Oliver Tambo drive, Rustenburg (CNR Boom & Oliver Tambo-Honda Building).**

**Applicants should state their desired remuneration in their motivation letters. Candidates not meeting these specifications will not be considered. The deadline for submission of applications is COB 16 November 2011.**