



**Xivono Mining (Pty) Ltd**  
a subsidiary of Mbuyelo Resources (Pty) Ltd

# Coal Processing Supervisor

<b>GROUP FUNCTION / BUSINESS UNIT</b>	Mbuyelo Group	<b>DATE</b>	14 February 2025
<b>DEPT / OPERATION</b>	Xivono Mining		
<b>DISCIPLINE</b>	Coal Processing		
<b>DEPARTMENT</b>	Plant		
<b>REPORTING STRUCTURE</b>			
<b>REPORTS TO (TITLE)</b>	Coal Processing Superintendent		
<b>ROLE SUMMARY (PURPOSE)</b>			
To co-ordinate all activities required to process the required coal product quantity and quality. In particular to review product quality requirements for individual clients and projects, to ensure those requirements are understood and implemented to manage the quantity and quality of the contract specifications.			
<b>KEY WORK OUTPUTS AND ACCOUNTABILITIES</b>			
<ul style="list-style-type: none"><li>• To continuously review quality control processes, procedures and capabilities in order to sustain the most cost effective and efficient methods for meeting quality requirements, and making recommendation for improvement as appropriate.</li><li>• Review client QC requirements and ensure that quality control documentation for a project meets contractual requirements.</li><li>• Review and approve Contractor and sub-contractor quality control documentation to ensure their planned activities meet contractual requirements.</li><li>• To co-ordinate and control the day-to-day operations of inspection personnel, so as to provide a safe, secure and efficient working environment, ensuring; all plant and equipment is safely operated. All physical resources are maintained, stored and organized to allow efficient and effective operation.</li><li>• To control and direct all QC resources, operations and facilities in order to adhere to project programmes.</li><li>• Ensure correct disciplinary actions are taken with regards to employees as per policies.</li><li>• Manage Labour availability.</li><li>• Ensure adherence and compliance to safety protocols and procedures, health and safety legislation and all other relevant requirements.</li></ul>			

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- Manage and control all quality control activities in accordance with identified Quality Assurance standards, company procedures, client specifications and contract requirements.
- Assist in production of generic and project specific Method Statements and Risk Assessments.
- To monitor and report quality control progress, notifying any predicted shortfall or discrepancies against timescale and budgets.
- Immediate notification to the Coal Processing Superintendent.
- Providing accurate and relevant information as required by the business.

#### REQUIREMENTS

##### QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE/SKILLS

- Grade 12 or equivalent qualification
- Diploma/Degree in Metallurgy/Analytical Chemistry/Geology
- Basic Coal Preparation Course will be advantageous.
- 3 years' experience in plant processing.
- Driver's Licence
- Excellent written and verbal communication skills
- Computer literacy skills.
- Supervisory Skills
- Excellent decision making and analytical skills
- Good coaching and leadership skills
- Knowledge of QS Management requirements.
- Knowledge of quality control activities.
- Demonstrate an ability to plan, organize and lead.
- Valid medical certificate. (Red ticket)

##### Additional information

- Mbuyelo Group shall apply the Employment Equity principles as set out in Company's Employment Equity Policy
- Incomplete CV's and/or applications will not be considered.
- If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful.
- Internal Candidate's that wish to apply for this opportunity must inform their supervisors upon applying

##### Closing date

- The closing date for applications: **28 February 2025.**

##### Contact details

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