

JOB PROFILE

POSITION SUMMARY	
Position Title:	Mine Shift Supervisor
Site:	Bomboré Gold Project
Department:	Mine Technical Services
Section:	Mine Supervision
Reporting to:	Pit Superintendent
Date:	01 April 2021
PURPOSE / OBJECTIVE	
Reporting to the Pit Superintendent, the Mine Shift Supervisor is responsible to carry out mine plans at Bomboré whilst meeting the production safety, budget, and schedule targets.	
DIMENSIONS	
<p>The Mine Shift Supervisor is accountable for:</p> <ul style="list-style-type: none"> • managing <i>four (4)</i> direct report • supervising <i>one hundred fifty (150)</i> indirect reports 	
KEY ACCOUNTABILITIES	
<p>General Management:</p> <ul style="list-style-type: none"> • Ensuring weekly/monthly ore and waste delivery targets are met. • Implementing and accountability for all short term (< 1 month) mine plans. • Ensuring the necessary people are available and properly trained to meet planned future requirements. • Manage activities of the mine operations including mine production, road construction, maintenance of dewatering facilities and operation of any quarries associated with the mine. • Manage the production planning process and oversee operations in compliance to the monthly, weekly, and daily mine plans. • Carry out daily/monthly plans to construct new pit. • Evaluate mining-specific challenges on a weekly, monthly, and quarterly basis to ensure annual targets are met reporting issues to Management. • Initiate and/or complete projects that result in cost effective business improvements. <p>Compliance / Quality Control:</p> <ul style="list-style-type: none"> • Ensure personnel have the appropriate equipment, licenses, skills, induction, and training to safely undertake their tasks. • Promote and adhere to appropriate internal methodologies, policies, procedures, and standards. • Consistently maintain a high quality of work across all allocated functions. • Be accountable for the quality of work output from the unit/department. • Ensure compliance with all statutory requirements as well as Company Policy, Standards, and Procedures through training and development of staff and promoting by example. <p>Staff Development:</p> <ul style="list-style-type: none"> • Provide guidance, coaching and technical assistance and support to the Mining team. 	

- Monitor and evaluate the performance of the team to identify areas requiring improvement and implement training and coaching measures to ensure employees receive sufficient training enabling them to perform their duties in a safe and efficient manner.
- Conduct formal career development discussions with employees and identify development opportunities and programs that assist with defining future career progression possibilities.

Safety Management:

- Demonstrate personal commitment regarding safety and environmental and Social Responsibility practices.
- Ensure every person within team is fit for work.
- Ensure that agreed procedures, safeguards and controls are applied and used.
- Ensure all activities are conducted safely and in accordance with Company standards and procedures.
- Ensure hazard management plans are observed.
- Keep statutory and internal reporting as required.
- Active participation to the Health & Safety Committee.

The duties and responsibilities listed above are representative of the nature and level of work assigned and not necessarily all inclusive.

KEY PERFORMANCE INDICATORS

Safety

- *Meet required monthly safety submissions.*
 - 4 per month documented safety interactions.
 - 4 per month documented near miss incident reports.
 - 1 per month documented Hazard identification reports.
 - 1 per month documented planned task observations.
 - 1 per month documented planned inspections.
 - *Ensure direct reports achieve their monthly safety submissions.*
- *Rectify 100% of "A" class safety hazards on the same day.*

All In Sustaining Costs (AISC)

- Zero (0) unplanned absenteeism per month
- 100% punctuality
- Generate and share one cost saving idea/initiative per quarter with supervisor.

Production

- Achieve 90% equipment availability.
- Achieve 90% digging equipment utilization.
- Achieve 5,000BCM/day per excavator.
- Achieve 14,500 ore tonnes feed per day.
- Achieve Digging rate 250BCM/hour.

Cashflow

- *Control monthly expenditure to within the agreed budget.*
- *Complete capital projects on time and within budget.*

CONSTRAINTS, FRAMEWORKS & BOUNDARIES

The Mine Shift Supervisor must:

- ensure that goals and objectives are achieved with respect to the mining activities, mining capital costs and mining operating costs.
- ensure that the mining team complies with all external agreements, corporate and site procedures and all relevant government statutory Acts and Regulations during the project phase.

CHALLENGES

- works within the challenges of a highly competitive and ever-changing mining industry to ensure all advantages of business improvement and technical excellence are adopted, this is further complicated with the difficulties of resourcing a start-up operation.
- ensure mining standards are constantly improving to enable all areas of the mining operation to attain a world-class level.

WORKING CONDITIONS/ENVIRONMENT

- Roster: 10 days in, 4 days out
- Hours: 10 hours
- Location: Bomboré Mine site

WORKING RELATIONSHIPS

Internal

- Operations Superintendent
- Maintenance team
- Processing Team

External

- Mining Contractors
- All major service providers

SKILLS, KNOWLEDGE & EXPERIENCE

Education:

- BS Degree in Mining or equivalent

Relevant experience:

- Minimum 3 years' experience within mine operations in a similar role.
- Minimum 3 years management experience, including staff supervision.
- Extensive knowledge of gold operations in developing countries essential.
- Excellent understanding of the mining industry, industry practices, regulations, and technical advancements.
- A proven history in delivering results to schedule and budget while having demonstrated a proactive commitment to a safe working environment.
- Experience of working effectively in a senior management team environment.
- Experience working in multicultural environment.
- Able to communicate effectively at all levels of the organisation and build effective relationships and networks.
- Possesses strong training and mentoring skills with the ability to develop an effective team.
- Demonstrates strong conceptual skills and be capable of developing lateral and practical solutions.
- Strong analytical and problem-solving skills.
- Ability to respond to a changing work environment.
- The ability to manage multiple projects and tasks at the same time.
- A reputation for integrity and ethics.
- Demonstrated leadership skills.

ORGANISATION STRUCTURE (CHART)

