

INTERNAL and EXTERNAL ADVERTISEMENT
WESIZWE PLATINUM LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER.

Job Title	
Quality Assurance & Control Coordinator	
Job Function	
Core / Support:	Support
Department:	Engineering
Job Type:	Permanent
Location:	Bakubung Platinum Mine - Rustenburg
Role Description	
The Quality Assurance and Control Coordinator shall be responsible for maintaining all the quality records or control charts required by the operation. If a process is producing products which are suspected or known to be outside of the company's specifications, then the Quality Assurance Coordinator shall insist that the process is discontinued pending corrective action. The role reports to the Senior Project Planner .	
Education and Experience Requirements	
<ul style="list-style-type: none"> • S4 or B-Tech Degree in Engineering or Equivalent. • B-Tech in Quality or work experience will be advantageous. • Minimum of 5 years' Quality Assurance and Control experience. • Extensive experience in Mining/ Civil infrastructure projects • MS Office suite is essential • Microsoft Projects • Experience in managing Quality functions and auditing is essential 	
Job Requirements	
<p>Process</p> <ul style="list-style-type: none"> • Ensure that corrective action and components are to specification. • Ensure that all gauges and measuring instruments used by him are in good condition and within their calibration period. • Liaise with the Engineer or Engineering Manager, Site Supervisor, at all times regarding the quality of the components and documentation. • Apply reasonable controls that are requested by the Engineer or the Manufacturing Manager. <p>Safety:</p> <ul style="list-style-type: none"> • Maintain health, safety, security and housekeeping within the internal environment. • Comply with Company Policies, Standards and procedures. • Ensure all construction work procedures are carried out in accordance with the health and safety standards and practices. <p>Quality:</p> <ul style="list-style-type: none"> • Manage the Site Quality Management System for Bakubung Mine. • Facilitate the Site Non-Conformance System. • Manage Contractors on site and ensure that they adhere to the implemented Bakubung QMP. • Conduct site inspections to ensure that specifications and drawings are adhered to. • Review of Service Providers documents prior commencing any work on site. • Inspect procured materials at the Manufacturer Premises prior delivery to site. <p>Construction:</p> <ul style="list-style-type: none"> • Review and approve QCPs and Method Statements from Service Providers. • Monitor and inspect the work on site. • Provide technical support to contractors in line with the specifications and drawings. • Compile monthly quality reports to Site Management. • Provide daily reports to immediate Supervisor outlining Quality progress. 	
Skills Required	
<p>Comprehensive Knowledge of:</p> <ul style="list-style-type: none"> • Working with quality management approaches, techniques, and principles to ensure quality • ISO 9001:2015 • ISO 14001 • ISO 45001 <p>Demonstrated ability in:</p> <ul style="list-style-type: none"> • In people management, strategic planning, risk management, change management, project management • Excellent judgment, analytical thinking, and problem-solving skills • Full understanding of software development lifecycle best practices • Knowledge of both theoretical and practical aspects of project management • Self-motivated individual that possesses excellent time management and organizational skills • Strong cross-functional collaboration skills, relationship building skills and ability to achieve results without direct reporting relationships • Strong oral and written communication skills and the ability to present a polished, professional, and diplomatic image to all stakeholders • Strong sense of personal responsibility and accountability for delivering high quality work. 	
Should you be interested in applying for this position, please send your CV with relevant qualification copies to Recruitment@wesizwe.com on or before the 30th July 2024 . Should you not hear from the Company within 21 days after the closing date for applications, please consider your application unsuccessful. For telephonic enquiries: 014 004 1266.	