

Petra Diamonds Limited is one of the world's leading suppliers of rough diamonds and one of the largest independent diamond groups by resource. It's a polished diamond we're after for this role - an individual that clearly outshines his/her peers:



PetraDiamonds

| PETRA DIAMONDS SA (PTY) LTD



GROUP SENIOR TRAINING OFFICER - SECURITY INTERNAL / EXTERNAL

Petra Diamonds is a leading independent diamond mining group and an increasingly important supplier of rough diamonds to the international market. The Company has interests in five producing mines: four in South Africa (Finsch, Cullinan, Koffiefontein and Kimberley Underground) and one in Tanzania (Williamson). It also maintains an exploration programme in Botswana.

Job Grade: C3
Reference Nr: PDSA094

Job Description: To provide professional and efficient technical training and development services in the Security Discipline and ensure the implementation and maintenance of training interventions according to organisational needs. The candidate will also be required to assist in managing the Security Operations Reaction teams. **The position is based in Kimberley.**

Tasks and Responsibilities:

- Deploy, manage, develop and maintain a professional in-house security guarding workforce to ensure effective, preventative and reactive guarding services to the Petra Group
- Standardise procedures, practices, drills, dress-code and radio communication frequencies and channels within the Petra Group
- Undertake special operational tasks – e.g. Industrial Action (legal requirements, crowd control and emergency procedures)
- Develop, implement, maintain and audit learning material, methods and assessment tools for security personnel, and propose improvements where required
- Train, evaluate and assess all security personnel, as well as provide on-the-job training in line with approved training standards and practices – with specific reference to training personnel on handling industrial action, illegal mining activities and special operations
- Ensure legal compliance with relevant industry bodies (SETA's) and training related legislation
- Will be required to work shifts as well as irregular hours from time to time
- Will be required to travel and be absent from "home-base"

Minimum Requirements:

- Grade 12
- National Diploma in Security Management
- National Certificate: Occupational Directed ETDP Level 4
- PSIRA Grade B
- 5 years' experience in a Security environment
- 3 years' experience in Security training
- Solid computer skills (MS Office Suite)
- Valid drivers' license

Other Skills/Competencies:

- Good verbal and written communication skills in English
- Registration as assessor with SASSETA will be advantageous
- Knowledge of relevant Security legislation, including Firearms Control Act 60 of 2000
- Knowledge of relevant training and development legislation, qualifications and skills programmes (e.g. QCTO & MQA)
- Supervisory / people management skills

Petra Diamonds is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the Company's Employment Equity Policy and Plan and internal candidates. Pre-screening, profile testing, on mine assessments, medical and security clearance form part of the recruitment and selection process. Short listed candidates will be required to attend a panel interview. Employment of the successful candidate is subject to the aforementioned criteria. Preference will be given to candidates who reside within our host labour sending area of Kimberley (proof of residence may be requested). *If you are already employed by Petra Diamonds/KEMJV, please submit an authorised Internal Application Form, your résumé, qualifications and ID when applying.*

Please complete an application form (available on <http://www.petradiamonds.com/careers/current-vacancies>) and forward, together with your résumé, qualifications and ID, to christine.williams@petradiamonds.com, fax 086 659 1334 by 19 October 2016. Please note that incomplete application forms and documentation will not be considered.

If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.

Please note that Petra Diamonds does not at any time require any form of payment for recruitment purposes. If you are approached in this regard, you should report the incident immediately via one of the following hotlines: South Africa 0800 22 22 00 (toll free from an RSA landline) or international +27 12 305 2711.