

KABUNDI RESOURCES LTD

JOB DESCRIPTION

JOB TITLE : MINE MANAGER
JOB GRADE : KRL02
DIRECTORATE : TECHNICAL SERVICES

1.0 JOB PURPOSE

To head all mining operations, provide technical support to the General Manager with regard to the development and implementation of the Framework for the mining Operations, conducting due diligence studies and evaluating potential partners for new investment opportunities, offering technical services to mining houses and monitoring and technical auditing of would be partners.

2.0 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Annual Operating Planning and Budgeting	<ul style="list-style-type: none">• Preparations of annual plans and budgets to support mine operations and provision of technical services;• Monitor and ensure activities carried out are within the cost as planned in the budget.
Mining Operations	<ul style="list-style-type: none">• Lead the development and implementation of the framework for mine operations and monitoring and reporting progress• Formulate and implement value adding partnerships that carefully integrate machinery, financial, operations support and other support to the small-scale miners• Technical leader in the development and optimization of the selection of viable small-scale miners to partner• Conduct strategic technical studies of engineering and business options available to the company and make recommendations to management• Promote Good Corporate Governance Practices by the beneficiaries of Company funds and seek to influence board representation in order to impart

	good business, financial and technical practices in the running of the mine.
Mining Legislations and Auditing	<ul style="list-style-type: none"> • Enforce mining regulations and other statutory requirements and ensure compliance. Maintain positive and safety environment work culture at all times
Technical Services	<ul style="list-style-type: none"> • Carry out technical evaluations of potential Investment opportunities/partnerships; • Manage operational relations with strategic partner • Work closely with stakeholders to ensure continuous. Safe, efficient operations • Participate in the development and review of technical systems for selecting Joint Venture partners; • Offer technical advice to the Board of Directors
Reports	<ul style="list-style-type: none"> • Ensure reporting on financial performance of the mine • Participate in undertaking rigorous review of reports from Strategic Partners on exploration works being conducted; • Preparation of reports in line with agreed timelines for internal use and for submission to the Directors

2.1 **REPORTING RELATIONSHIPS**

- a) **Reports to:**
Chief Executive Officer
- b) **Other Jobs Reporting to (4a) above:**
Finance Manager
Company secretary
Human Resource Officer
Commercial officer
Procurement Officer
Internal Auditor
- c) **Number and level of immediate subordinates:**
Mining Engineer
Safety Officer
Production Geologist
Wash Plant Foreman
Maintenance Foreman

2.2 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

a) **Professional Qualification:**

- Full Grade 12 certificate with 5 O Levels
- First Degree in Mining Engineering from a recognized University;
- Registered with:
 - Engineering Institution of Zambia (EIZ)
 - Engineering Registration Board (ERB).

b) **Minimum Relevant Pre-Job Experience:**

- A minimum of 5 years' experience in a mining operation and technical, of which 4 years should have been at least middle management level
- Project assessment and financial evaluation essential
- Open pit mining experience
- Understanding and interpretation of geological information is essential
- Superior change management skills and the ability to work in dynamic teams
- Proficiency in the use of Microsoft Office, mine planning packages such as Datamine, XPAC and Surpac is advantageous
- Experience with manganese mining advantageous

b) **Skill Specifications:**

- Strong inter-personal skills with the ability to work closely with others at various levels within the organisation
- An effective communicator with the ability to develop positive working relationships within the organization
- Effective leadership skills, demonstrated ability to make decisions
- Exercises good judgment on complex decisions
- Ability to provide personal and technical mentorship to junior staff members
- Good report writing and presentation skills essential
- A valid and clean driving licence.

d) **Other Attributes (Personality Traits)**

- Integrity
 - Conscientious
 - Attention to details
 - good judgment on complex matters and
 - Effective leadership.
 - Physically fit
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