



JOB DESCRIPTION

Document No: SMK-HR-FORM-007
 Document Owner: HR MANAGER
 Revision No: 1

Position:	Plant Manager
Reports to:	General Manager
Location:	Yanfolila, Mali

Principal Job Objectives:	<p>Manage the successful operation and maintenance of the gold processing facilities. Ensure department targets are met in a safe, efficient manner in accordance with Company standards.</p> <ul style="list-style-type: none"> • Ensure that the desired safety and environmental standards are achieved by carrying out ore processing and associated maintenance activities which are consistent with expectations specified in the site and corporate policies. • Prepare the annual Processing budget, mill operating and maintenance plan, in addition to longer term plans and strategies that ensure that the site based processing activities are controlled and consistent with mining plans. • Achieve annual gold production targets at minimum cost, achieving optimum yield through maximising plant availability and efficiency. • Ensure that skilled employees are in key professional and supervisory positions and that a work environment is provided in which opportunities are created for individual career development. • Contribute to effective site performance and continuous improvement by active participation in and contribution to the site management team and long term planning
Duties & Responsibilities:	<p>SAFETY Development, implementation and ongoing adherence to policies and procedures that ensure that site, corporate, legislative safety requirements for ore processing activities are achieved by:</p> <ul style="list-style-type: none"> • Supporting the site OH&S Manager. • Ensuring regular safety meetings are conducted for all department employees and ensure actions are completed. • Review all accidents and incidents to ensure that they are appropriately reported/analysed and actions are completed in a timely manner. • Maintain a system for using work method statements/permits to work that provide for effective documentation and review. • Ensure appropriate personal protective equipment is available for all employees to utilise. • Ensure suitable training is provided to allow employees to perform their duties safely. • Ensure there are appropriate suitable resources to achieve actions. • Maintain and review housekeeping standard checks to ensure actions are followed up. • Carry out routine inspections for housekeeping and safety compliance. • Ensure the system for induction of site/contractor/delivery personnel is followed. • Ensure "Permit to Work" and isolation systems are complied with.

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ENVIRONMENT

Develop, implement and adhere to policies and procedures of site, corporate and legislative environmental requirements for ore processing and associated maintenance areas including:

- Provide assistance and support to the site Environmental Officer.
- Maintain and monitor the system for the control of dust in the process plant area.
- Maintain and monitor the system for management of recyclable waste in the process plant area.
- Maintain and monitor the system to monitor tailings dam facilities for leakage and stability.
- Maintain and monitor the system to monitor for process and bore field water lines regularly for leakage.
- Report incidents which have the potential to affect the environment.
- Ensure reporting requirements and licensing conditions by regulatory bodies are effectively completed.
- Organise contribution to the annual tailings facility audit.
- Assist in the development of mine closure and rehabilitation plans.
- Report any leakage of hydrocarbons (e.g. oils, greases).
- Report any areas of dust suppression concern that cannot be resolved.
- Report any incident that has the potential to affect the environment.

MANAGEMENT

Contribute to the effective management of the site by assisting in the implementation of corporate initiatives in addition to the development of site specific policies and practices which ensure that the management of the Operations is in line with, or exceeds industry accepted standards by:

- Working in conjunction with other site managers to formulate policies and procedures which apply to the whole site including the Processing Department.
- Implementing corporate and site policies and procedures.
- Ensuring that contractors and their activities comply with the appropriate site standards.

COMMUNICATION

Provide adequate oral and written communication, to ensure that site objectives and requirements are expressed to all internal and external stakeholders. More specifically to those within the department and the interactions with other departments, corporate and with contractors/consultants and government regulators involving:

- Providing clear written instructions to operations and maintenance employees about required goals, work methods and timeframes.
- Regularly liaising with Maintenance employees and contractors outlining changing work priorities.
- Regularly liaising with Operating employees and contractors to discuss plant performance issues.
- Providing accurate information to other Departments as required.
- Advising the General Manager of the plant's operating status and any other issues on a regular basis.

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- Provide a forum for addressing common departmental issues and disseminating information during supervisory meetings
- Actively contributing to Senior Management meetings.

SUPERVISION/DIRECTION

Provide appropriate leadership, supervision and direction for supervisory and technical employees to facilitate the achievement of the specified operating parameters and standards including:

- Maintaining a system to identify and achieve Key Performance Indicators against budget.
- Providing a methodology for appropriate economic decision making against budget.
- Discuss any positive and negative performance issues with employees as they occur, applying either reward or disciplinary actions as appropriate.
- Ensuring capital works plans are prioritised and activities appropriately resourced.
- Ensuring long term project activities receive sufficient attention to ensure completion.
- Promoting, resourcing, and prioritising activities which ensure continuous improvement.
- Ensuring that there is efficient use of available labour.
- Providing direction for inexperienced employees and contractors to follow.
- Demonstrating leadership when addressing departmental employee's issues and concerns.
- Providing guidance for employees to improve their skills and performance.
- Provide advice and support to employees who are experiencing difficulties or who have been injured at work.
- Being accountable for decisions made with the best available information.
- Improving the personal skill base by requesting suitable training for self development.
- Providing the opportunity for Department members to pursue skills acquisition and personal development
- Promoting the implementation of new changes in the workplace.
- Acting as a role model for all employees and contractors.
- Ensuring that appropriate rosters are in place for site requirements

PRODUCTION

Achieve or exceed production targets by developing appropriate strategies to maximise gold recovery involving:

- Developing a processing strategy that ensures quality, quantity and availability of ore and water stocks.
- Monitoring the use of key consumables and developing strategies to address negative trends.
- Monitoring throughput and recovery and develop strategies to improve negative trends.
- Reviewing general metallurgical performance with technical employees.
- Instigating action on process equipment that is not performing.

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MAINTENANCE

Ensure that maintenance systems are in place that will allow for the process facilities to be appropriately maintained and equipment.

- Maintaining a systematic management program for work orders.
- Ensuring that the backlog of maintenance work is reviewed weekly.
- Ensuring that adequate equipment and resources are available to meet requirements.
- Maintaining a system for routine inspection to occur.
- Ensuring a system of statutory checks is in place and reviewed periodically.
- Ensuring a routine diagnostic monitoring program is conducted on critical items.
- Ensuring that acceptable engineering standards are maintained.
- Maintaining appropriate levels of equipment spares.
- Managing and prioritising major equipment shutdowns which minimise the impact on ore treatment strategy.

PROJECT MANAGEMENT

Provide project management input into activities relating to operational and engineering projects involving:

- Ensuring appropriately qualified employees are employed to perform project work (e.g. geo-technician, mining, engineering, and electrical etc.).
- Appointing a superintendent of construction activities.
- Ensuring appropriate Scope of Works and Technical Specifications are drafted.
- Monitoring progress and expenditure against the schedule.
- Reviewing project completion and complete close out documentation.

COST CONTROL

Ensure that cost control systems are in place to allow planning and monitoring or expenditure associated with the operation of the process facility (including associated maintenance) and capital works including:

- Preparing an annual budget for the operations/maintenance area in accordance with projected treatment estimates.
- Preparing an annual capital budget to ensure plant operability is maintained and improvements and expansions are initiated.
- Ensuring appropriate capital expenditure requests (CER's) are drafted to justify capital expenditure programs.
- Preparing re-forecasts of operating and capital budgets to reflect changing priorities and circumstances.
- Reviewing monthly operating costing and accrual information and justify deviations.
- On a monthly basis reviewing capital expenditure to ensure that it is within budget approvals.
- On receipt of service authorising payment.
- Preparing, reviewing, and authorising Scope of Works Tender documents for contracts associated with processing and maintenance activities.
- Managing contracts by reviewing performance and expenditure levels.

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- Preparing cost analyses on operating scenarios to take into account increase and decrease in production levels associated with new ore sources or toll treatment opportunities.

LONG TERM PLANNING

- Provide input into strategic and long term planning evaluations to ensure that future operation of the treatment plant, and the site and ensured of the best option available by:
- Ensuring tailings storage facility capacity is planned and available to meet long term production requirements.
- Preparing operating and capital projections for strategic planning purposes.
- Instigating and reviewing metallurgical test work programs for prospective ore sources and process improvements.
- Undertaking engineering and costing studies to evaluate the feasibility of process improvements.

INVENTORY LEVELS

Ensure that critical items, spares, and consumables have inventory levels suitable for the sustainable operation of the process facility including:

- Ensuring that a system is in place that assures that reagent (NaCN, lime, grinding media etc.) is suitable for short term production needs.
- Ensuring that suitable quantities of spare parts are stocked on site for frequently used items.
- Ensuring that adequate levels of wear components are maintained in line with production requirements and life expectancies.
- Maintaining a list of critical spare parts that are essential to ensure continuity of production and reviewing this list on an annual basis.

REPORTING

Ensure that reporting systems are in place to document performance and achievements against targets and problem areas involving:

- Preparing production statistics and review on a daily, weekly and monthly basis and ensure that appropriate metallurgical accounting systems accurately reconcile gold production each month
- Submitting summary reports reflecting weekly and monthly production achievements to the General Manager for corporate review.
- Preparing a monthly report detailing ore processing and maintenance activities for inclusion the site monthly report.
- Assisting in the preparation of quarterly and annual site reports according to corporate requirements.
- Reviewing and authorising reports which are to be sent to regulatory authorities detailing environmental compliance activities relating to ore treatment activities at the Higginsville Operations.
- Ensuring that appropriate records and reports are maintained relating to metallurgical investigations.
- Ensuring that appropriate records and reports are maintained relating to routine process and maintenance monitoring programs.
- Ensuring that suitable investigations, reports and responses are drafted related to safety incidents.

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	<ul style="list-style-type: none"> • Ensuring suitable responses are drafted in relation to audits and inspections with appropriate action plans. • Preparing any other general reports as required
Knowledge / Skills & Competencies:	Mineral processing, specifically gold ore processing
Training / Education requirements:	Extractive Metallurgy or Chemical Engineering Degree
Experience required:	<p>Minimum 10 years' experience in gold processing, with at least 5 years' experience in a senior management role Experience in West Africa is preferred</p>
Language requirement:	English and French.

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