



Mbuyelo Mining Contractors (Pty) Ltd
a subsidiary of Mbuyelo Group (Pty) Ltd

Workshop Manager

ROLE PROFILE Internal and External

GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Group	DATE	26 August 2025
DEPT / OPERATION	Ntimeni Colliery	JOB LEVEL	D-Lower
LOCATION	Belfast	REF NO	MMCM01
DISCIPLINE	Workshop		
DEPARTMENT	Engineering		
REPORTING STRUCTURE			
REPORTS TO (TITLE)	Engineering Manager		
ROLE SUMMARY (PURPOSE)			
To plan, direct and grow the Workshop operations according to the strategic direction set by the organization. To ensure that Workshop operates in a productive, profitable and ethical manner and meets the objectives of its shareholders, customers and staff.			
KEY WORK OUTPUTS AND ACCOUNTABILITIES			
• Supervise all maintenance and repair work of TMM • Prioritize breakdown, preventive, and scheduled maintenance tasks • Oversee jobs allocation jobs to Boilermaker, electricians, and mechanics based on skill and urgency. • Coordinate with stores and procurement for timely availability of spares and consumables. • Implement the maintenance schedule provided by the Maintenance Planner • Ensure timely completion of major overhauls, engine repairs, transmission replacements, hydraulic work, etc. • Maintain repair history logs, job cards, and component tracking. • Monitor quality of maintenance work and reduce rework or repeat failures. • Train workshop personnel on SOPs, safety protocols, and equipment handling • Maintain a culture of discipline, teamwork, and technical excellence • Conduct regular toolbox talks and monitor productivity. • Ensure availability of critical spare parts, consumables and special tools • Raise material requests and coordinate with the store and procurement teams. • Monitor tool usage, maintenance, and calibration. • Track and minimize wastage, and overuse of consumables • Enforce workshop safety rules: PPE usage, fire safety, safe lifting practices, etc. • Ensure compliance with DMRE standards for maintenance workshops • Conduct risk assessments for jobs like welding, heavy lifting, confined space, etc. • Maintain records of safety inspections, incidents, and corrective actions • Submit weekly reports on machine breakdowns, repairs done, workshop hours, and pending jobs. • Communicate with the Engineering Manager on critical equipment status and delays.			

REQUIREMENTS	
QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE	• National Diploma in Mechanical Engineering or equivalent • Grade 12 or N4 Mechanical Engineering • Engineering Trade Test Qualifications - Diesel Mechanic • Management Course • Supervisory Course • Minimum of 4 years' experience in a managerial role within the Mining Industry • Familiar with CAT and Volvo Earth Moving Machinery • Familiar with all types of maintenance regimes • Valid driver's license • Excellent written and verbal communication skills • Computer literacy and Presentation skills. • Demonstrate an ability to plan, organize and lead. • Think analytically, systematically and laterally. • Valid medical certificate. (Red ticket)
Additional information	• Mbuyelo Group shall apply the Employment Equity principles as set out in Company's Employment Equity Policy • Incomplete CV's and/or applications will not be considered. • If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful. • Internal Candidate's that wish to apply for this opportunity must inform their supervisors upon applying
Closing date	• The closing date for applications: 12 September 2025
Contact details	• e-mail to: hr.mmc@mbuyelo.com