

## MINE SUPERINTENDENT / SITE MANAGER

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<p><b>Rutongo Mines Ltd</b></p> <p>Rutongo Mines Ltd is a Tin Mining Company, situated in Masoro Sector, Rulindo District, Northern Province, part of the Trinity Metals Group which oversees a number of mining operations in Rwanda.</p> <p><b>Rate this employer</b> <span style="color: yellow;">★★★★☆</span> Average: 3.8 (79 votes)</p> <p><a href="https://trinity-metals.com/home/projects/">https://trinity-metals.com/home/projects/</a></p>			

### JOB ADVERTISEMENT: MINE SUPERINTENDENT / SITE MANAGER

#### Who we Are:

Rutongo Mines Ltd is a Tin Mining Company, situated in Masoro Sector, Rulindo District, Northern Province. The Management of Rutongo Mines Ltd informs the public that it is recruiting Internal and External Competent, Qualified and Experienced staff for the following positions:

**Position/Job Title:** Mine Superintendent / Site Manager

**Grade:** D1

**Department:** Mining

**Reports to:** Mine Manager

- Job Brief or Position Summary:** The Mine Superintendent /Site Manager is responsible for overseeing and managing all site activities to ensure efficient, safe, and environmentally compliant mining operations. This role encompasses operational leadership, staff supervision, safety, occupational health, environmental compliance, and community relations. The Mine Superintendent/Site Manager is the key point of contact between site operations and the company's management, ensuring that all site activities align with the company's strategic goals and regulatory requirements.

The Mine Superintendent/Site Manager is pivotal in driving operational success, maintaining safety and environmental standards and fostering a positive work environment.

#### Responsibilities:

Mine Superintendent/Site Manager has the following responsibilities and duties:

#### Operational Management:

- Leading and overseeing day-to-day mining operations, including extraction, hauling, tramming, processing, and transportation activities.
- Collaborate with technical services team to develop and implement operational plans and schedules to achieve production targets.
- Monitor equipment performance and coordinate maintenance and repair activities to minimize downtime.
- Requisition equipment necessary for the implementation of the mine plan.
- Optimize resource utilization and ensure efficient operation of all mining and processing equipment.

Support Management in all aspects of growing the business.

#### Occupational Health and Safety Compliance:

- Enforce and promote adherence to safety and occupational health regulations, standards, and best practices.
- Conduct regular safety and occupational health inspections, audits, and risk assessments to identify and mitigate potential hazards.
- Lead safety and occupational health training programs and ensure all personnel are trained and compliant with safety and health procedures.

#### Personnel Management:

- Manage and lead site personnel, including hiring, training and development, performance management and discipline management.
- Develop and implement workforce schedules and manage site staffing levels to meet operational needs.
- Foster a positive work environment and encourage teamwork and professional development.
- Control daily attendances and leaves.

#### Training and Development:

- Develop and implement training programs for new and existing employees to ensure they are skilled and knowledgeable about mining operations and safety procedures.
- Stay current with industry trends and advancements and incorporate relevant practices into training programs.

#### Budget and Resource Management:

- Prepare and manage site budgets, including capital and operational expenditures.
- Monitor financial performance and implement cost-saving measures where applicable.
- Coordinate procurement and management of site resources, including materials, equipment and supplies.

#### Environmental Compliance and Community Relations:

- Ensure adherence to all environmental regulations, policies and practices to protect the environment and minimize impact on surrounding areas.
- Implement and monitor environmental management plans.
- Engage with local communities and stakeholders, addressing concerns and fostering positive relationships.
- Implement and monitor anti-illegal mining strategies and plans.
- Ensure compliance with all environmental regulations and company policies related to.

#### Reporting and Communication:

- Report site performance, incidents, accidents and issues to the Mine Manager regularly.
- Prepare and present detailed reports on production metrics, safety performance, and operational challenges.
- Facilitate effective communication between site teams and the central management team.

#### Emergency Response:

- Develop and implement emergency response plans and procedures for site incidents.
- Lead emergency response efforts and coordinate with external emergency services when necessary.

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### Summary

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**Location:** Rutongo , RW  
**Sector:** Management, Other  
**Education level:** Bachelor  
**Desired experience:** Mid career (3 to 5 years of experience)  
**Contract type:** Full-time  
**Deadline:** Friday, 13/03/2026 17:00  
**Number of positions:** 1

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#### Qualifications, Experience and Skills:

- Bachelor's Degree in Mining from a recognized Institution or any related degree with 4 years' experience in mining; or Advanced Diploma in Mining from a recognized Institution or any related degree with 5 years' experience in mining.
- Minimum of 3 years of experience in Underground Mining operations, with at least 2 years in a supervisory or managerial role.
- Strong knowledge of mining processes, techniques, equipment, and safety standards.
- Proven experience in budget management, staff supervision, and operational planning.
- Excellent communication and interpersonal skills.
- Ability to use English as the language of business.
- Ability to work effectively under pressure and adapt to changing conditions.
- Ability to work with Microsoft office (excel, word, PowerPoint).

#### Be able to work under these Conditions:

- The role requires working on-site in potentially hazardous environments.
- Availability for on-call emergency response and extended hours as needed.
- Regular travel to and from the site, and occasional off-site meetings or training sessions.

#### Ideal Candidate:

The ideal candidate for the Mine Superintendent/Site Manager role will be an experienced leader with a strong background in mining operations and a proven track record of managing safety, environmental, and operational aspects of a mining site. They will possess exceptional leadership, communication, and problem-solving skills, with a commitment to fostering a safe and productive work environment while maintaining compliance with all regulatory requirements.

#### Applying for the Positions:

Please submit the following documents in a single file attachment to the e-mail [recruitment.mines@trinity-metals.com](mailto:recruitment.mines@trinity-metals.com) for Human Resources Office indicating the position you are applying for and addressed to the General Manager of Rutongo Mines Ltd.

- A Motivation letter addressed to General Manager explaining your suitability for the position.
- A Curriculum vitae maximum 4 pages with 3 referee's names.
- A copy of education and training certificates/diplomas/degrees
- A copy of relevant work certificates.
- A copy of ID
- A copy of Driving License Cat: B

The deadline for Application is **Friday 13th March 2026 at 5 PM.**

The applications submitted after deadline will not be considered.

Only shortlisted candidates shall be contacted.

For other enquiries please contact on **+250 795588567**

Done at Rutongo, on 27th February 2026

NGENZI Jean François Regis

Ag. General Manager

Rutongo Mines Ltd.



Apply

#### Click on the APPLY button to send your application documents:

- Your application will be sent to the employer immediately (Allowed formats: .doc .pdf .txt .docx)
- A confirmation email will be sent to you few minutes afterwards
- You can request any documents archived from our website (ex: a job description, a CV, a cover letter...)

Please bear in mind that you should never be requested to pay to get interviews, or to pass extra certifications etc...

#### Get in touch

Job in Rwanda - (J.I.R Ltd)  
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