

Curriculum Vitae – Trudie Joubert

Home address : 13 Hidipo Hamutenya street
Swakopmund – WILLING TO RELOCATE
Telephone number : +264 81 636 5424

PERSONAL DATA

Surname : Joubert
Name : Trudie
Nationality : South African
Language : Afrikaans, English (Speak, Read, Write)
Health : Excellent

EDUCATION

Institution : Evander Technical College
Matric
Year : 1994

Tertiary Education

Institution : UNISA
National Diploma: General Management
Completion : 2015

Institution : University of Stellenbosch
Course name : **Sasol Leadership Development Programme**
2009
Modules : Change Management
Economics
Financial Management
Leadership
Project Management
SHE

TRAINING COURSES

ISO 14001 & OHSAS 18001 Management Awareness
ISO 14001:2015 Transition Training
ISO 9001:2015 Transition Training
SAMTRAC
Introduction to SAMTRAC
Applying SHE Principles & Procedures – SAMTRAC
SAP Navigation Refresher
Competition Law Compliance Coaching
POLC in Action – Middle Management
GMIRMS S3 - Sasol SHE Risk Management Programme Mining
Modern SHERQ Risk Management
Practical Supervision
Positive Power and Influence Program
OHSAS18001:2007 Implementation Course
Visible Felt Leadership
Hazard Identification & Risk Assessment
Snake Identification and Snake Bite Treatment & Venomous Snake Handling Course
Basic Principles of Ecology and Mine Rehabilitation
Environmental Risk Assessment and Management
Environmental Impact Assessment
Environmental Management System ISO 14001 Audit: A Lead Auditing Course
Environmental Law for Environmental Managers
ISO 14001 Registered Implementing EMS
Practical Supervision
ISO 9001 Developing and Implementation
Implementing Integrated Management Systems
ISO 9001 Introduction, Development and Auditing
Change Management
Frontpage 2000
SAP R/3 Training & Events Monitoring
Internal Auditor and Supplier Auditor
Interpersonal Behavioral Skills
Train the Trainer
Product Lifecycle Management 100 (SAP)
Product Lifecycle Management 120 (SAP)
Classifications (SAP) Level 3 Course
Engineering Change Management (SAP) Level 3 Course

7 Habits of Highly Effective People
Transforming the Young Leader
Assertiveness
Professionalism in Action

GENERAL SOFTWARE SKILLS

Microsoft Office – MS Excel, MS Word, MS Powerpoint
Microsoft Outlook
Visio
MS Access
SAP R/3

EMPLOYMENT HISTORY

Company : Salt Company (Pty) Ltd
Position : SHEQ Practitioner
Date started : 01 November 2017 - Current

Responsibilities

- Lead, develop, maintain and coordinate all relevant SHEQ activities – no formal SHEQ systems exist, therefore all SHEQ activities is from design phase
- Drafting and implementing SHEQ policies and procedures
- Support Management in delivering of SHEQ objectives and targets
- Ensure legal compliance of all sites and buildings
- Assist where and when necessary
- Apply and ensure renewal of mining licenses – done successfully
- Monitor compliance to permit/license requirements
- Annual report to Ministry of Mines and Energy
- Annual report to Chamber of Mines
- Annual economic survey
- Fertilizer permit renewal and compliance
- Ensuring that all export and transport permits are valid and in place
- Develop HR policies and procedures
- Do internal communication on site
- Coordinates and facilitate disciplinary process
- Drafting of agreements – property agreements, agreements for lease of land, employee service agreements
- Annual Affirmative Action Report and monitoring thereof
- Coordinate with Social Security regarding incidents
- Bi-annual environmental reports for all mining licenses
- Environmental clearance certificates for all mining licenses – including Environmental Impact Assessments and Environmental Management Plans

- Induction of new employees
- Assist with all labour relations
- All office administration

Company : SRS – Safety Risk Services
Position : SHEQ Consultant
Date started : 01 August 2017
Work end 31st October 2017

Responsibilities

- Implementation, maintenance, certification
- Safety, health, environment and quality training
- Audits

Company : Sasol Mining
Position : Integrated Management Systems Coordinator
Date started : January 2012 – February 2017

Responsibilities

- Implementation and maintenance of the Integrated Management Systems within the Business Unit.
- Conduct regular system integrity checks and address deviations in collaboration with areas.
- Assist areas in preparing for internal and external audits and act as auditee where relevant especially in relating standards requirements to Business Unit processes.
- Administration of electronic Integrated Management Systems (logbooks, inspections, folder structures, authorisations, Material Safety Data Sheets, legal appointments, organisational changes) and establishing of area specific hard copy files.
- Coordination of, establishing, tracking, monitoring, review and reporting of Integrated Management Systems Safety, Health, Environmental and Quality objectives, targets and programs.
- Enable compliance to Safety, Health, Environmental and Quality requirements by line management through Integrated Management Systems utilisation.
- Ensure rollout of changes to Integrated Management Systems.
- Establish Business Unit legal registers with compliance detail in collaboration with Specialist Safety, Health, Environmental and Quality Regulatory Enablement.

Company : Sasol Mining
Present position : Practitioner: Safety, Health, Environment and Quality
Date started : August 2006

Responsibilities

- Implementation of the environmental management system.
- Maintenance of all aspects of the Environmental Management System.
- Maintenance of all aspect of the Quality Management System
- Integration of ISO 9001, ISO 14001 and OHSAS 18001 system procedures and working procedures

Company : Sasol Mining
Position : ISO 9001 Assistant Coordinator
Date started : February 2005

Responsibilities

- System documentation, corrective and preventive actions database.

Company : Sasol Mining
Position : System Administrator
Enterprise Document Management Systems – SAP EDMS
Date started : August 2001

Responsibilities

- Design and development of SAP Enterprise Document Management Systems modules
- Configuration of new developments in the Enterprise Document Management Systems environment.
- Enhancements to the system.
- Business Support
- Training
- Presentations to Management
- Training Material
- Writing of Scripts for Web-based help to the end-user
- Liaising with clients to comply with Business Requirements

Modules in SAP

SAP DMS (Document Management System)

SAP MOC (Management of Change Process)

SAP CAD Integration

SAP Collaboration

Company : Sasol Mining
Post : Secretary
Project and Technology Services
Period : April 1997 – August 2001

Responsibilities

- First line of communication with clients on telephonic and electronic basis
- Typing of documentation - Memo's, Letters, Letters, Technical documentation.
- General office administration
- Managing of diaries to three managers
- Arranging and co-ordination of functions
- Arranging of overseas visits

Company : Sasol Limited
Post : Temporary Secretary
Legal Services
Period : 1996 – 1997

Responsibilities

- First line of communication with clients on telephonic and electronic basis
- Typing of documentation
- General office administration
- Managing of diaries

Company : Sasol Synfuels
Post : Temporary Planning Clerk
Planning Services
Period : 1995 – 1996

Responsibilities

- Scheduling and booking of work for artisans
- Time sheets for artisans
- General office administration

Company : Sasol Synfuels
Post : Temporary Financial Clerk
Financial Department
Period : 1994 - 1995

Responsibilities

- Financial Clerk
- Binding of Financial Reports
- Distribution of Financial Reports
- Financial Data Capturing

GENERAL

Service Orientated

Ability to perform individually and in a team

Fast learner

Ability to perform under pressure

Interpersonal relationship skills

High level of integrity and maturity

Ethical, loyal and self-confident

Professional

Good people skills

Mr. Piet Prinsloo: Manager SHEQ Department +27 79 897 7450

Mr. James Ndwandwe – Safety Manager: Engineering and Support Services Sasol Mining +27 79 897 7484

Mr. Louis Botha – Senior Manager: Operational Services +27 17 6145336

More references can be provided if needed