JOB ADVERTISEMENT: PROJECT AND MAINTENANCE SUPERVISOR

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: Project and Maintenance Supervisor (1)
Grade: C5
Department: Project
Reports to: Project Manager

Job or Position Summary: The Project and Maintenance Supervisor is responsible for the day-to-day supervision and coordination of construction, rehabilitation and maintenance works on site. The role ensures that all works are carried out safely, on schedule, within budget and in full compliance with approved drawings, technical specifications, contract requirements, environmental and social safeguards, and applicable quality standards. Material quality control is the top priority, to prevent defects and ensure the durability and required performance of the completed infrastructure.

The Project and Maintenance Supervisor has the following responsibilities and duties.

Key Performance Indicators:

- Works completed on schedule and within budget
- Zero or minimal defects and rework
- Full compliance with ITPs and quality requirements
- Safety record (incident-free days, closed corrective actions)
- Timely and accurate submission of reports

Safety and Compliance:

- Ensure all construction operations comply with occupational health and safety regulations, company policies, and environmental standards.
- Implement and enforce occupational health and safety protocols, including emergency response plans.
- Lead safety meetings and training sessions to promote a culture of safety.
- Investigate accidents and incidents, document findings and implement corrective actions.
- Supervise and enforce health and safety checks and procedures on site.
- Ensure compliance with environmental and social safeguards and applicable regulations.

- Conduct regular site safety inspections and toolbox talks and promptly address unsafe conditions.

Site supervision and coordination:

- Supervise and coordinate daily site activities, work teams and subcontractors in line with the approved work program.
- Read and interpret survey reports, drawings and topographical data, and organise works accordingly.
- Allocate and dispatch labor, machinery and equipment on site as planned with the Project Manager.
- Ensure the site has adequate resources (manpower, materials, plant and equipment) to complete tasks on time.

Quality control and assurance:

- Ensure all construction and rehabilitation works are executed according to approved drawings, technical specifications and contract requirements.
- Supervise quality control activities and inspect completed work.
- Assist in preparing Inspection and Test Plans (ITPs), method statements and quality checklists.
- Ensure all inspections are carried out, and all inspection forms are completed in line with project specifications and the applicable ITP.
- Give top priority to material quality control: verify, test and approve materials to prevent defects and ensure long-term durability.

Reporting and Documentation:

- Prepare and submit daily, weekly and monthly progress reports.
- Maintain accurate site records, including inspection forms, test results, material approvals and work quantities.
- Report progress, issues and risks to the Project Manager.

Communication and Coordination:

- Collaborate with other departments, such as geology, survey, processing, engineering, maintenance and SHEC, to ensure smooth operation and resolve any cross-functional issues.
- Prepare and submit detailed reports on project and construction operations, occupational health and safety and environmental incidents.
- Communicate effectively with management and provide recommendations for improvements.

- Coordinate with external contractors and suppliers to ensure timely delivery of materials and services.

Budget and Resource Management:

- Request the required materials and equipment in good time.
- Monitor and control site costs to stay within budget.
- Manage resource allocation, including manpower and materials, to optimise efficiency.
- Identify opportunities for cost-saving measures and operational improvements.

Training and Development:

- Train and coach new and existing site workers so that they are skilled and knowledgeable about project operations and safety procedures.
- Stay current with industry practices and share relevant improvements with the site team.

Technology and Innovation:

- Stay abreast of technological advancements and innovations in construction techniques.
- Recommend new tools, methods or technologies that could improve efficiency and safety on site.

Job Requirements:

- Bachelor's degree or Advanced Diploma in Civil Engineering, Environmental Engineering or a related field.

Experience

- Minimum of 3 years of experience in civil engineering or construction works.

Skills:

- Strong knowledge of road construction, civil works and safety practices.
- Excellent leadership and team management skills.
- Effective problem-solving and decision-making abilities.
- Strong communication skills, both written and verbal.
- Ability to use English as the language of business.

Key Skills and Competencies:

- Site supervision and resource management
- Quality control and inspection
- Technical report writing
- Leadership and team coordination
- Problem-solving and decision-making under pressure
- Strong communication with contractors, suppliers and other departments
- Proficiency in MS Office; AutoCAD and project scheduling tools (MS Project or Primavera) are an advantage

Physical Requirements:

- Ability to work under pressure, including in underground mining conditions, climbing, and exposure to potentially hazardous environments.

Be able to work under these Conditions:

- Work is conducted on surface and underground sites in a mining environment.
- Working in shifts, including nights, weekends and holidays.
- Exposure to noise, dust and other environmental conditions.
- Demonstrated ability to supervise and manage workers, contractors and other site personnel.
- Appropriate training and demonstrated competency to perform the responsibilities of a Project and Maintenance Supervisor.
- Knowledge of occupational health and safety systems, risk assessment, incident investigation, workplace inspections, and emergency response.
- Knowledge of environmental management requirements applicable to mining operations.
- Ability to implement and enforce Codes of Practice, Standard Instructions, procedures, rules, and company standards.
- Strong leadership, communication, coordination, problem-solving, and decision-making skills.
- Physically and mentally capable of performing the duties associated with working in a mining environment.

Applying for the Positions:

Please submit the following documents before **19th November 2026** in a single file attachment to the e-mail address recruitment.rmines@trinity-metals.com, mention **Project and Maintenance Supervisor** as the subject of your mail, and address the application 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 3 pages with 3 referees' 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

Note that only shortlisted candidates will be contacted.

Done at Rutongo, on 05th November 2026