



VACANCIES

Assmang Limited's Khumani Iron Ore Mine is one of the major Iron Ore producers in South Africa with a well-established overseas market. The Khumani Mine is situated approximately 29 km from Kathu next to the N14 in the Southern Kalahari. Khumani Mine invites highly skilled, motivated and dedicated individuals who would like to be part of this exciting mine and who would like to make use of this unique opportunity to grow and develop within the company to apply for the following positions:

ADMINISTRATOR PRODUCTION PLANTS

Your CV will not be processed if you do not indicate clearly on your application for which position you have applied.

QUALIFICATIONS & REQUIREMENTS

Qualifications

- Grade 12 (Essential);
- Certificate: Office Administration (Recommended).

Experience

- One (1) year operational general office administration experience (Essential);

Knowledge, Skills & Competencies

- Systems:
 - o Functional knowledge of Enterprises Asset Management System, and -business processes.
- Policies and procedures:
 - o Asset management and policies applicable to area of responsibility;
 - o EAMS business process;
- Reporting:
 - o Effective and accurate reporting;
- Computer literacy:
 - o MS Office (Word, Excel, PowerPoint & Outlook) (Intermediate user);
 - o Running reports on a mainframe system;
 - o Discipline specific software and tools (Basic user of i.e. JDE, MES or equivalent);
- Planning and organising:
 - o Plan and organise meetings, workload and training scheduling;
- Numerical:
 - o Work with basic calculations; Business etiquette;
 - o Telephone etiquette and formal email protocol;
- Coordinating:
 - o Coordinate meetings, scheduling of medical and training;
- Interpersonal:
 - o Ability to build and maintain effective relationships across levels;
- Administrative:
 - o Strong administrative skills to provide efficient support to department; SHERQ knowledge and skills;
 - o SHERQ standards and procedures;
 - o Risk awareness.
- Statutory:
 - o Mine Health and Safety Act and other applicable legislation.

Other Requirements

- Preference will be given to applicants from Boichoko, Newtown, Postdene, Postmasburg, Beeshoek, Kathu, Dibeng, Kuruman, Olifantshoek & Dingleton areas;
- A Valid Code B / EB driver's licence; Medically fit for duty.

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To provide effective and efficient administrative support to the Production Section:
 - o Work order administration;
 - o Purchase orders;
 - o Contractors administration;
 - o Work Ethics.
 - o General administration;
 - o Document Control;
 - o SHERQ adherence and compliance;

The abovementioned position is B4 on the Patterson band grading system.

Applications close on: 12 December 2017

EQUIPMENT CONTROLLER

Your CV will not be processed if you do not indicate clearly on your application for which position you have applied.

QUALIFICATIONS & REQUIREMENTS

Qualifications

- Grade 10 (Essential).

Experience

- Minimum of six (6) months operational mining / plant environment experience (Essential);
- Minimum of six (6) months operational handyman experience (Recommended).

Knowledge, Skills & Competencies

- Functional knowledge:
 - o Working knowledge of Equipment Operating Manuals and Component Modules for all equipment in processes:
 - § Load Out Modules, Bruce or King Modules, Parsons Modules, Production Overview Process flows for the Bruce, King and Parsons Production Plants and Load Out.
 - o Equipment control and Optimization;
 - o Read and understand graphs & charts;
 - o Effective and accurate reporting.
- Diagnostic (Quality):
 - o Equipment root cause analysis;
 - o First line maintenance;
 - o Basic Problem solving.
- Systems knowledge:
 - o Permits to work;
 - o Equipment Process Control.
- SHERQ:
 - o SHERQ standards and procedures;
 - o Mini Risk Assessment.
- Statutory knowledge:
 - o VTS;
 - o Relevant COP's and SOP's.
- Communication and listening skills:
 - o Basic communication and listening skills.
- Interpersonal skills:
 - o To be able to get along with fellow employees and operate efficiently as a team.

Other Requirements

- Preference will be given to applicants from Boichoko, Newtown, Postdene, Postmasburg, Beeshoek, Kathu, Dibeng, Kuruman, Olifantshoek & Dingleton areas;
- A Valid Code B driver's licence; Valid and current Skidsteer Licence; Medically fit for duty.

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To support Process Controller in ensuring the efficient and effective utilisation of allocated process equipment and production processes to achieve production targets for the specific shift by adhering to the job objectives which includes but not limited to:
 - o Equipment Inspection;
 - o Accurate reporting;
 - o SHERQ adherence and compliance;
 - o Assisting Process Controller;
 - o Technical Support;
 - o Work Ethics.

The abovementioned position is B3 on the Patterson band grading system

Applications close on: 13 December 2017

TRAINING FACILITATOR

Your CV will not be processed if you do not indicate clearly on your application for which position you have applied.

QUALIFICATIONS & REQUIREMENTS

Qualifications

- Grade 12 (Essential);
- Train-the Trainer Training Certificate or Equivalent (NQF level 5 - 10 Credits - SETA accredited) (Essential).
- Assessor (Essential)

Experience

- Minimum of two (2) years operational facilitation and assessment of training interventions experience (Essential);
- Minimum of six (6) months operational data capturing/ Training administration experience (Essential).

Knowledge, Skills & Competencies

- Facilitation skills:
 - o Ability to convey information (theoretical) to delegates / learners in an understandable manner;
- Computer Literacy:
 - o Intermediate user of MS Office (Word, Excel, Power Point), Learning Management System (LMS) or equivalent and Computer Based training (basic);
- Communication skills:
 - o Ability to communicate with learners;
- Relationship building and interpersonal skills:
 - o Ability to build relationships with learners;
- Time management:
 - o Ability to prioritise work effectively;
- Assessments:
 - o Working knowledge of assessment protocols;
- Administrative:
 - o Ability to perform basic administrative duties effectively;
- Training Processes:
 - o Understanding of all training processes and conducting theoretical assessments;
- Technical :
 - o Theoretical knowledge on technical aspects with regards to the training area of responsibility;
- Legislation:
 - o Basic knowledge of all relevant legislation (MHSA, OSHAS, NEMA);
- Language:
 - o Bilingual (English and Afrikaans);
- Integrity:
 - o Unquestioned integrity and ability to deal with confidential matters;
- Report writing:
 - o Basic report writing skills in order to report on a regular basis to the Senior Training Officer;
- Creativity and Innovation:
 - o Create new and imaginative work-related approaches to show a willingness to question traditional assumption.

Other Requirements

- Preference will be given to applicants from Boichoko, Newtown, Postdene, Postmasburg, Beeshoek, Kathu, Dibeng, Kuruman, Olifantshoek & Dingleton areas;
- A Valid Code 08 (B/EB) driver's licence; Medically fit for duty.

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To assist in the conducting and facilitation of learning and development interventions to all employees;
- To ensure relevant data is accurately captured, using an electronic system to ensure that data is readily available, which includes but not limited to:
 - o Training and facilitation at operational sites;
 - o Training assessments;
 - o Training coordination;
 - o Training administration;
 - o Data capturing;
 - o SHERQ adherence and compliance;
 - o Work Ethics.

The abovementioned position is C1 on the Patterson band grading system.

Applications close on: 14 December 2017

FIELD SURVEYOR

Your CV will not be processed if you do not indicate clearly on your application for which position you have applied.

QUALIFICATIONS & REQUIREMENTS

Qualifications

- Grade 12 with Mathematics and Physical Science (Essential)
- Basic Surveying Certificate (Essential)
- Elementary Mine Surveying Certificate (Recommended)

Experience

- One (1) year operational Opencast surveying experience (Essential)

Knowledge, Skills & Competencies

- Computer Literacy
 - o MS Excel (intermediate), MS Word (basic), Survey specific software / tools
- Communication:
 - o Basic communication
- Mining knowledge:
 - o Basic understanding of opencast mining
- Survey instruments and methodologies:
 - o Intermediate knowledge regarding survey methodologies and the operation of survey equipment
- Analytical thinking:
 - o Basic analytic thinking skills Accuracy and precision
- Ability to read maps:
 - o Basic ability to read maps / plans
- Team work:
 - o Basic ability to be able to function very good in a team
- Interpersonal:
 - o Intermediate ability to get along with fellow employees and operate efficiently as a team
- SHERQ:
 - o Basic SHERQ standards and procedures
 - o Knowledge of company policies
 - o Basic risk assessment
 - o Legislation:
 - o Basic Mine, Health and Safety Act
 - o Relevant SOP's
 - o Basic Conditions of Employment Act (BCEA)
- Survey equipment:
 - o Working knowledge of GPS systems (Trimble preferably), Total stations

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Other Requirements

- A Valid Code 08 driver's licence
- Current and valid Red licence
- Medically fit for duty

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To perform survey work such as profiling, blast hole layouts, bench prep stakes, mucking stakes, survey of surface features and the measurement of the pits, dumps and stock piles;
- To support in the calculation of survey work and plotting thereof on the plans, which includes but not limited to:
 - o Surveying operations
 - o Stake out
 - o Profiling
 - o Scanning
 - o Equipment maintenance
 - o Good housekeeping
 - o Administration
 - o SHERQ adherence and compliance in own area of work
 - o Work Ethics

*The abovementioned position is C1 on the Patterson band grading system
Applications close on: 11 December 2017*

Appointment: Remuneration will be based on a competitive all-inclusive flexible package.

Housing: The Company offers a highly subsidized plot in Kathu to encourage private home ownership, but the allocation thereof is subject to the rules of the Khumani Housing Policy.

The successful incumbent will be appointed subject to being certified medically fit as per the Mine Health and Safety Act 29/1996 and meeting the requirements of the Company's Code of Practice – Minimum standards of fitness to perform work at a Mine. He/she may also undergo a psychometric assessment.

The successful candidate who conforms to all said requirements and experience will be appointed on this grading. Should the successful candidate not conform with all said requirements and experience, but is nonetheless regarded as suitable for appointment to the position, he/she will be appointed on a lower more appropriate grading, until successful achievement of required competencies and skills.

Interested applicants are requested to submit their CV's, together with certified copies of qualifications, to:
HR Administration Office, Assmang Limited, Khumani Iron Ore, Private Bag X503, Kathu 8446 or Fax to 086-407-0666 for Attention HR Administration or e-mail to applications@assmang.co.za

Please be advised that short listed candidates will be required to authenticate information provided in CV's.

NB: PLEASE ATTACH RELEVANT CERTIFICATES, QUALIFICATIONS, LICENCES, ETC TO YOUR APPLICATION

Please note that NO late applications will be entertained.

If you have not been contacted by the Company within 6 weeks after the closing date, please consider your application to be unsuccessful.

Correspondence will be limited to short listed candidates only.

Assmang Limited is an equal opportunity employer. Appointment of successful applicants in positions will be done in line with the Employment Equity plan of the mine.

Assmang Limited reserves the right not to make an appointment.