



# 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:

## INSTRUMENTATION TECHNICIAN

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

### QUALIFICATIONS & REQUIREMENTS

#### Qualifications

- National Diploma: S4 or T3 or (N6 with Trade Test) in Electrical Engineering or Process Instrumentation (Essential)

#### Experience

- Minimum of five (5) years operational Automated plant environment experience (Essential)

#### Knowledge, Skills & Competencies

- Computer Literacy:
  - Basic user of MS Office and Discipline-specific software programs
- Functional knowledge:
  - Implementation of engineering knowledge to maintain typical instrumentation on the following equipment:
    - Crushers, Vibrating Screens, Conveyors, Stackers, Reclaimers, Slurry and Process Water Pumps, Sample Cutters, De-grid Cyclones, Vibrating Feeders, Apron Feeders, Hydraulic Drives and Power Packs, Dust Suppression and dust Extraction, Radio Networks, Two way Radio's, Networks, Laboratory Equipment, Condition Monitoring, Loadout Stations, Weighing Equipment, PLC Systems, SCADA Systems, Optic fibre cables, Systems
  - Process flow and instrumentation diagrams of the following production processes:
    - Primary and secondary crushers, Overland conveyors and stacking, Reclaiming, On-grade Wash & Screening, Off-grade Wash & Screening, Beneficiation, High Pressure Roller crusher, Product Conveying & Stacking, Process Water & Slimes handling, Sewage Plants, Product reclaiming and load-out stations
    - Asset Management, EAMS Strategy and Business Processes, Condition Monitoring, Relevant Original Equipment Manufacturer Training
- Functional skills:
  - General plant Instrumentation:
    - Flow, Pressure, Level, Point Level, Temperature, Position, Weighing, Conveyor Instruments, Hydraulic, Electrical and Pneumatic Actuators, Solenoids, Density, Nuclear Instruments, Analysers, Pneumatics
  - Apply instrumentation in different applications:
    - Basic SCADA development, PLC programming, Networking, Interface between different systems, Variable speed Drives, Advanced Computer Literacy, Advanced plant maintenance, Plant Optimisation, Instrumentation and process flow diagrams, Budget Control, Root cause analysis, Fault-finding, Reporting
- Diagnostic (Quality):
  - Root cause analysis
  - Trend analysis
  - Fault finding
  - Problem solving
  - Report writing
- Management:
  - IR and HR Policies
  - Planning and organising
  - Assertiveness
  - Peer Training
  - Communication
- SHERQ:
  - First Aid
  - Integrated Risk Management
  - SHERQ standards and procedures
  - Risk Assessment
- Statutory:
  - Mine Health and Safety Act and other applicable legislation
  - Relevant COP's
  - Nuclear Sources

#### Other Requirements

- A Valid Code EB (08) driver's licence
- Medically fit for duty

#### KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To ensure optimum availability and reliability of equipment in support of effective and continuously improved plant operations, which includes but not limited to:
  - Instrumentation and Technical support services
  - Asset care and performance
  - Reporting
  - Continuous improvement
  - SHERQ adherence and compliance in own area of work
  - Work Ethics

The abovementioned position is C4 on the Patterson band grading system.  
Applications close on: 31 January 2018

## METALLURGIST PROJECT AND PLANT

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

### QUALIFICATIONS & REQUIREMENTS

#### Qualifications

- B Degree / B Tech Degree (NQF level 7) in Metallurgy / Chemical Engineering (Essential)

#### Experience

- Four (4) years operational Mineral Processing / Gravity in a heavy Industry experience (Essential)
- Two (2) years' Team / Project leader / Supervisor experience in Project Management (Essential)
- Two (2) years' Team / Project leader / Supervisor experience in Supervisory role (Recommended) (Total six (6) years' experience)

#### Knowledge, Skills & Competencies

- Attention to detail:
  - Strong attention to detail
- Process theory:
  - Crushing, Screening, Conveying, Stacking and Reclaiming, Gravity Separation, (Jigging), De-slimes and de-grid cyclones, Water recovery (thickeners), Tailings disposal, Sampling, Dust suppression and extraction, Online analyser
- Formal Technical knowledge and Training:
  - Process flow and Instrumentation Diagrams of the following Production Processes:
    - Bruce Primary and Secondary Crushing, Overland Conveyor and ROM Stacking, On-grade Wash and Screening, Off-grade Wash and screening, Beneficiation, High Pressure Roller, Crusher, Product Conveying and Stacking, Process Water and Slime Handling, Automated Process Control Philosophy, Maintenance Management
- Systems / Computer Literacy:
  - Intermediate MS Office (Excel, Word)
  - JDE
  - Achiever
  - SCADA
  - Isometrix
- Project management:
  - Ability to manage / co-ordinate multiple projects simultaneously
- Diagnostic quality:
  - Root cause analysis
  - Problem solving
  - Multi-skilling
  - Trend analysis

- Management:
  - First Line Management Program
  - Human Resource Management
  - Planning and Organising
  - Coordinating
  - Performance Management
  - Leadership
  - Controlling
  - Budget and cost control
  - Finance for non-Financial Managers
  - Work Team / Individual Performance Management
  - Communication
  - Supervisory
  - Motivational
  - Assertiveness
  - Training and Coaching
  - Reporting
- Statutory:
  - Mine Health and Safety Act and other applicable legislation
  - Relevant COP's
  - Knowledge of SAQA regulations
- SHERQ:
  - SHERQ Standards and Procedures
  - Risk Assessment
  - Integrated Risk Management
- Technical:
  - Process Control and Optimization
  - Generation if Scope of Work
  - Effective and Accurate Reporting

#### Other Requirements

- A Valid Code 08 driver's licence
- Medically fit for duty

#### KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To effectively plan, organize and control Metallurgical projects to ensure increase in productivity and quality of products at Khumani Iron Ore, which includes but not limited to:
  - Research and Development
  - Reporting
  - Continuous Improvement new technology
  - SHERQ adherence and compliance
  - Project Management
  - Project budget (R & D, Capital)
  - Staff supervision
  - Work Ethics

The abovementioned position is D1 on the Patterson band grading system.  
Applications close on: 23 January 2018

## MANAGER PROJECTS

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

### QUALIFICATIONS & REQUIREMENTS

#### Qualifications

- National Diploma (NQF Level 6) in Engineering (Essential)
- Bachelor Degree (NQF Level 7) in Engineering (Recommended)
- Certificate: Project Management Professional Qualification (Essential)
- Engineering Certificate: GCC (Mines and Works) (Recommended)
- Post Graduate Qualification: Management / ARM Leadership equivalent (Recommended)

#### Experience

- Eight (8) years operational Engineering and production experience within a Mining and Plant environment (Essential)
- Two (2) years' Team or Project leader / Supervisor experience in Project Environment (Essential) (A total of eight (8) years' experience)

#### Knowledge, Skills & Competencies

- Integrity:
  - Ethical standards and conduct
- Legal:
  - Mine Health and Safety Act and other applicable legislation
  - Relevant COP's
- Project Management:
  - Budget, plan and execute projects
- Inter-departmental and cross functional:
  - Effective influencing and persuasion skills
- Management:
  - Plan, lead, organise and control
- Quality orientation:
  - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met
- Specialist:
  - Understands technical or professional aspects of work and continually maintains technical knowledge
- Problem Solving and Analysis:
  - Analyses issues and breaks them down into their component parts
  - Makes systematic and rational judgements based on relevant information
- Creativity and Innovation:
  - Creates new and imaginative work related approaches shows a willingness to question traditional assumptions
  - Apply benchmarked practices in own organisation
- SHERQ:
  - Risk Assessments
  - Working knowledge of all SHERQ and related policies and procedures

#### Other Requirements

- A Valid driver's licence
- 2.13.1 Legal Appointment
- Medically fit for duty

#### KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To manage and coordinate capital and improvement, which includes but not limited to:
  - Project Management;
  - Tactical Strategy;
  - Budget and Cost control;
  - Implement Change initiatives;
  - Optimisation;
  - People management;
  - Stakeholder Relations;
  - Sectional / Functional Services Organisational structure;
  - Contractor Management;
  - Support Function;
  - SHERQ adherence and related compliance;
  - Work Ethics.

The abovementioned position is D3 on the Patterson band grading system  
Applications close on: 31 January 2018

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## HR GENERALIST SENIOR

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

### QUALIFICATIONS & REQUIREMENTS

#### Qualifications

- B Degree (NQF Level 7) in Human Resources (Essential)

#### Experience

- A minimum of three (3) years' operational HR Generalist experience (Essential)
- A minimum of two (2) years' operational HR environment specialised (Employee Relations / Labour Management) experience (Essential)
- Minimum of one (1) year operational Supervisory experience (Essential) (A total of 5 years' operational experience)

#### Knowledge, Skills & Competencies

- Statutory:
  - o Knowledge of LRA, BCEA, EE and other Acts
  - o All Labour legislation and Mining Charter requirements
  - o CCMA rules and regulations
- Problem solving:
  - o Ability to solve problems
- Negotiation:
  - o Effective influencing and persuasion skills
- Communication:
  - o Ability to communicate efficiently across all levels including report writing skills
- Planning and organising:
  - o Efficient planning and organising
- Interpersonal:
  - o Ability to work with people and maintain relationships
- Policies and procedures:
  - o HR related policies
  - o Disciplinary and grievance policies
  - o SHERQ policies
  - o Labour agreements
- Systems:
  - o MS Office Suite (Outlook, Word, PowerPoint & Excel – advanced level on Excel)
  - o HR IMS and discipline specific software tools
  - o SHERQ systems

#### Other Requirements

- Valid Code B /EB Driver's licence
- Medically fit for duty

#### KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To support the effective delivery of a higher performing HR service on a high standard and act as a consultant to designated business units on Human Resource related issues, staff movement and labour availability, which includes but not limited to:
  - o HR Strategy Implementation
  - o Labour Management
  - o One-stop HR / Payroll service delivery
  - o HR Reporting
  - o Staff movement control
  - o Change Management
  - o Work Ethics
  - o HR Administration
  - o HR Business Partner Support
  - o Employee Relations Referrals
  - o Recruitment and Labour Hire assistance
  - o Workforce Planning
  - o SHERQ adherence and compliance

The abovementioned position is C5 on the Patterson band grading system.

Applications close on: 31 January 2018

## METALLURGIST PLANT

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

### QUALIFICATIONS & REQUIREMENTS

#### Qualifications

- National Diploma (NQF level 6) in Metallurgy (Essential)
- B Degree / B Tech Degree (NQF level 7) in Metallurgy (Recommended)

#### Experience

- Five (5) years operational Mineral Processing experience (Essential)
- One (1) year Team / Project leader / Supervisor experience in Mineral Processing (Recommended)
- Two (2) years operational Gravity Separation technology experience (Recommended) (Total five years' experience)

#### Knowledge, Skills & Competencies

- Process theory:
  - o Crushing, Screening, Conveying, Stacking and Reclaiming, Gravity Separation, (Jigging), De-slimes and de-grid cyclones, Water recovery (thickeners), Tailings disposal, Sampling, Dust suppression and extraction, Online analyser
- Formal Technical knowledge and Training:
  - o Process flow and Instrumentation Diagrams of the following production process:
    - § Bruce Primary and Secondary Crushing, Overland Conveyor and ROM Stacking, On-grade Wash and Screening, Off-grade Wash and screening, High Pressure Roller Crusher, Product Conveying and Stacking, Process Water and Slime Handling, Automated Process Control Philosophy, Maintenance Management
- Diagnostic quality:
  - o Root cause analysis
  - o Report writing
  - o Problem solving
  - o Trend analysis
- Management:
  - o Middle Management Program
  - o Finance for non-Financial Managers
  - o Human Resource Management
  - o Work Team / Individual Performance Management
  - o Knowledge of Competency Assessment
  - o Performance Management
  - o Planning and Organising
  - o Communication
  - o Coordinating
  - o Supervisory
- Systems / Computer Literacy:
  - o JDE
  - o MS Office Advanced
  - o Risk Management
  - o Permits to Work
  - o MES
  - o SCADA
- SHERQ:
  - o SHERQ Standards and Procedures
  - o Integrated Risk Management
  - o Risk Assessment
  - o First Aid
- Legal:
  - o Mine Health and Safety Act and other applicable legislation
  - o Knowledge of SAQA regulations
  - o Relevant COP's
- Technical:
  - o Process Control and Optimization
  - o Effective and Accurate Reporting
  - o Generation of Scope of Work

#### Other Requirements

- A Valid Code 08 driver's licence
- Medically fit for duty

#### KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To measure production process performance
- Conduct tasks within the metallurgical environment to enable efficient and cost effective production, which includes but not limited to:
  - o Production process performance
  - o Process simulations
  - o Research and Development
  - o Continuous Improvement projects
  - o SHERQ adherence and compliance
  - o Work Ethics

The abovementioned position is C5 on the Patterson band grading system.

Applications close on: 23 January 2018

## SUPERINTENDENT CATEGORY MANAGEMENT

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

### QUALIFICATIONS & REQUIREMENTS

#### Qualifications

- Bachelor Degree (NQF Level 7) in Logistics / Supply Chain / Finance / Engineering (Essential)

#### Experience

- Minimum of five (5) years operational Category Management / Commodity Management experience (Essential)
- Minimum of two (2) years operational supervisory experience (Essential)

#### Knowledge, Skills & Competencies

- Commercial awareness:
  - o Understands and applies commercial and financial principles
  - o Views issues in terms of costs, profits, market and added value
- Interpersonal relationships:
  - o Ability to build relationships across levels
- Financial and business acumen:
  - o Understands impact of decisions on business
- Ethical behaviour:
  - o Mindful ethical behaviour
- Leadership:
  - o Self-leadership and ability to lead others
- Results driven:
  - o Must be flexible and conduct accurate repairs in short space of time
- Change management:
  - o Ability to address change effectively within organisation
  - o Manage resistance
- Enterprise resource planning:
  - o Working knowledge of enterprise resource planning principles and methodologies including risk management
- Computer literacy:
  - o Knowledge of MS Office Suite and discipline specific software programmes or systems
- Integrity:
  - o Ethical standards and conduct
- Embracing diversity
- Accountability
- Networking and collaboration
- Quality conscious:
  - o Committed to achieving and maintaining high standards
  - o Endures own work is correct

#### Other Requirements

- A Valid driver's licence;
- Medically fit for duty.

#### KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To manage the execution of an overall strategy to improve costs, service and quality across the operation and to co-ordinate with strategic sourcing and stock management stakeholders and suppliers to achieve performance targets, which includes but not limited to:
  - o Commodity management;
  - o Change management;
  - o Continuous improvement;
  - o Quality management;
  - o Resource utilisation and optimisation;
  - o Customer support;
  - o Stock management;
  - o Work Ethics.
  - o Cost saving;
  - o Data integrity;
  - o Business governance and compliance;
  - o Planning;
  - o Budget and cost control;
  - o People management;
  - o SHERQ adherence and related compliance;

The abovementioned position is D1 on the Patterson band grading system

Applications close on: 25 January 2018

## PLANNER PROJECTS

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

### QUALIFICATIONS & REQUIREMENTS

#### Qualifications

- Artisan Trade Test (Red Seal) in Engineering: Technical Trade (Essential)
- N3 National Certificate in Engineering Studies (Essential)
- Certificate MS Projects or equivalent (Essential)
- Certificate (NQF Level 4) in Project Management (Essential)
- Supervisory / ARM equivalent Certificate (NQF Level 4) (Recommended)

#### Experience

- Minimum of three (3) years operational Artisan experience (Essential)
- Minimum of two (2) years operational Project Scheduling / Planning experience (Essential) (Thus a total of five (5) years operational experience)

#### Knowledge, Skills & Competencies

- Computer Literacy:
  - o MS Project (advanced user), JDE; Qlikview; MS Word and Excel (basic user)
- Time management:
  - o Ability to manage project timelines
  - o Provide timely feedback on queries and problems
- Interpersonal:
  - o Ability to interact with and influence various stakeholders
  - o Must be approachable
- Verbal and written communication:
  - o Ability to communicate effectively with range of people
  - o Ensure communication is clear and understood
  - o Bilingual (English and Afrikaans)
  - o Ability to compile documents and project reports
- Conflict management:
  - o Ability to resolve conflict effectively
- Change management:
  - o Ability to influence and change
- Project scheduling:
  - o In depth understanding of scheduling theories, processes, techniques and tools
- Attention to detail:
  - o Ability to manage information and ensure schedules are up to date

#### Other Requirements

- A Valid Code EB (code 08) driver's licence
- Medically fit for duty

#### KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To plan, schedule and monitor the project activities or deliverables of projects in Project Department to assist Project Manager and other stakeholders to complete projects within schedule and budget, which includes but not limited to:
  - o Customer service;
  - o Project Administration, Monitoring and Control;
  - o SHERQ adherence and related compliance in own area of work;
  - o Work Ethics.
  - o Project planning;
  - o Staff supervision;

The abovementioned position is C4 on the Patterson band grading system.

Applications close on: 24 January 2018

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## MANAGER HUMAN RESOURCES DEVELOPMENT

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

### QUALIFICATIONS & REQUIREMENTS

#### Qualifications

- B Degree / B Tech Degree (NQF Level 7) in Human Resources / Industrial Psychology / Human Resource Development or any relevant equivalent professional qualification (Essential)

#### Experience

- Seven (7) years' Operational Technical Training, Organisational Development, Transformation and Behavioural Training experience (Essential)
- Six (6) years operational HR process experience in a Mining / Industrial environment (Essential)
- Four (4) years management experience at Middle Management level (Essential) (A total of 9 years' experience)

#### Knowledge, Skills & Competencies

- Influencing:
  - o Ability to influence people across disciplines against their pre-held views
  - o Effective change management
- Business acumen / Commercial awareness:
  - o Strong business acumen to understand impact on business
- Conflict Management:
  - o Ability to effectively manage user conflict
- Leadership:
  - o Ensure department's vision, mission, values and strategies are implemented and complied with
  - o Knowledge of procedures
  - o Teamwork
  - o Intellectual curiosity
  - o Decision making
  - o Visible leadership
- Relationship building and Networking:
  - o Build high level relationships and effective networking at all levels
  - o Knowledge of government structures and their interrelations
  - o Understand government and political arenas
- System, Strategic & Organisational Development:
  - o Ability to design strategies to address specific organisational needs
- Training Business processes:
  - o Knowledge of input into the development and reviewing of training material, assessments, moderation on training and training policies, procedures and processes
- Legislation:
  - o Working knowledge of all relevant Acts and legislation i.e MHSa, Training, OD and EE
- Policies and Procedures:
  - o Working knowledge of job related policies
- Computer literacy:
  - o MS Office Suite (Word, Excel and PowerPoint)
  - o Functional / Departmental specific system software / tools

#### Other Requirements

- Valid Code B / EB Driver's licence
- Medically fit for duty

#### KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- Integrated management of:
  - o Technical Training and Development function
  - o OD / Talent Management function and
  - o Transformation function
- To formulate HRD strategies, policies, procedures and guidelines, implementation and continuous improvement of the HRD system
- Ensure legislative compliance and DMR compliance aligned to HRD, which includes but not limited to:
  - o Business Intelligence
  - o Research and Development / Continuous Improvement
  - o Promote and enforce compliance
  - o Quality management
  - o Human Resource Development Performance Management support
  - o Human Resource Training and Development Management
  - o Functional planning
  - o NC Standardisation
  - o Customer and Stakeholder relationship building
  - o SHERQ adherence and compliance in own area of work
  - o Work Ethics

The abovementioned position is D3 on the Patterson band grading system  
Applications close on: 31 January 2018

**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 that 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 are 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 make sure your curriculum vitae is in correct PDF or Word format – NO password protected / zipped or download material**

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

NB: PLEASE ATTACH RELEVANT CERTIFICATES, QUALIFICATIONS, LICENSES, ETC TO YOUR APPLICATION  
Please note that NO late applications will be entertained.

## SUPERINTENDENT SDF / HRD

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)
- B Degree / B Tech Degree (NQF Level 7) in Human Resources / Industrial Psychology / Human Resource Development or any relevant equivalent professional qualification (Essential)
- Supervisory Certificate (NQF Level 4 – 150 credits) in Supervisory / Management / ARM equivalent or any supervisory training certificate from a reputable accredited training service provider (Recommended)

#### Experience

- Five (5) years' operational HR Generalist / Training and Development or equivalent experience (Essential)
- One (1) year operational SDF / ATR & WSP specific experience (Essential)
- Two (2) years supervisory experience as Team / Project leader / Supervisor (Essential) (A total of 8 years' experience)

#### Knowledge, Skills & Competencies

- Statutory
  - o Working knowledge of all HR related statuses i.e EEA, BBBEE Act, BCEA, LRA, MHSa, SDA, Labour agreements
- Job related:
  - o HR Generalist
  - o Organisational Development
  - o Counselling and advising people about their future
  - o Advising on job performance improvement and interpersonal behaviour
  - o Feedback
  - o Communication
  - o Evaluation work progress
  - o Creating confidence among those learning new skills
  - o Proposing new systems or procedures
- Computer literacy:
  - o MS Word and PowerPoint (basic)
  - o HR Systems application i.e ORACLE, SAP
  - o Training and Development
  - o To facilitate IDP Interview sessions
  - o Succession planning
  - o Appraising individuals
  - o Developing learning or training exercises
  - o Excel (advanced)
- Influencing:
  - o Influencing skills and offering professional advice
- Written communication:
  - o Written formal correspondence or memoranda and proposals for action
  - o Maintaining detailed records
- Customer services:
  - o Informing and discussing management policies with workers
  - o Answering critical questions about activities
- Planning and organising:
  - o Effective and efficient planning and organising skills
- Policies and procedures:
  - o Working knowledge of company policies and procedures
  - o Document and Record Control policies
- Functional:
  - o Filing; organising; well organized; telephone etiquette; professional office conduct; communication & listening skills; bilingual; third language
  - o SDF duties including compiling Workplace Skills Plan and Annual Training report
  - o Mining Qualification Authority Processes
- Interpersonal:
  - o Ability to work with people and maintain relationships
- Confidentiality:
  - o Unquestioned integrity and ability to deal with confidential matters
- Conflict Management:
  - o Ability to manage conflict with various parties
- Emotional maturity:
  - o Ability to display maturity
- Facilitating:
  - o Conduct structured IDP Sessions or Interviews

#### Other Requirements

- Valid Code B / EB Driver's licence
- Medically fit for duty

#### KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To manage and provide an advisory and consulting service to employees and Line Management in respect of Individual Development Plans, Procedure and Policy consistent with employee standards, legislation and guidelines
- To develop workplace skills plans, analyse the skills requirements of the business and coordinate the execution with regards to training needs analysis and workplace skills plan implementation
- To proactively monitor and report on MQA, ATR / WSP
- To oversee the induction training of all Khumani employees (Fixed Term, Permanent and Contractors) as well as all external training for permanent employees and special training projects i.e people with disabilities, which includes but not limited to:
  - o IDP management
  - o External, disability and community training management
  - o Training administration and Document & Record control
  - o Induction Training
  - o Skills Development Facilitation (SDF) and Workplace Skills Plan (WSP) management
  - o HRD Systems
  - o Customer relations / Service
  - o SHERQ adherence and compliance in own area of work
  - o Work Ethics
  - o Statutory HRD compliance
  - o Quality control
  - o Reporting
  - o Staff supervision

The abovementioned position is D1 on the Patterson band grading system  
Applications close on: 31 January 2018