



ASSMANG
IRON ORE Beeshoek



Assmang Limited's Beeshoek Iron Ore Mine, west of Postmasburg in the Northern Cape requires the services of:

ASSISTANT TRAINING OFFICER METALLURGICAL

(Ref no: BH 0043 must be indicated on application)

QUALIFICATION REQUIREMENT:

- Grade 12 (Required);
- National Certificate in Occupationally Directed Education Training & Development Practices NQF level 5 (Required).

EXPERIENCE AND OTHER REQUIREMENTS:

- Three (3) years technical operations experience (Required);
- Two (2) years training and assessment experience (Required);
- Valid code B driving licence (Required).

REQUIRED COMPETENCIES:

- Behavioural: coaching skills, self-leadership skills, conflict management skills, safety management skills, team development skills, instructional skills, relationship management skills, assertiveness, performance management skills, monitoring, evaluation, communication skills, planning skills, organising skills, time management skills, leadership skills, learning and development skills;
- Systems: Microsoft Office and LMS.

RESPONSIBILITIES:

- Alignment of training;
- Maintenance of training equipment;
- Obtain, check and capture data accurately;
- Align operational requirements with training schedules;
- Align training with safety, legal and national requirements;
- Represent operational standards committee and implement training and safety decisions;
- Develop and facilitate training and material;
- Gap analysis identification and reporting;
- Participate in change and improvement initiatives;
- Participation and execution of planning;
- Comply with disciplinary and behavioral rules and procedures.

The abovementioned position is a C2 on the Patterson grading

Application close on: 23 March 2018 (13:00)

Interested applicants are requested to submit their CV's to: Fax: 086 731 6851 or e-mail: bhrecruit2@assmang.co.za or Application Box at the Security Department

ADMINISTRATOR HR

(Ref no: BH 0047 must be indicated on application)

QUALIFICATION REQUIREMENT:

- Grade 12 (Required);
- Certificate in Office Administration NQF level 5 (Required);

EXPERIENCE AND OTHER REQUIREMENTS:

- Two (2) years general administrative support, data capturing and document control experience (Required);
- Valid code B driving licence (Required)

REQUIRED COMPETENCIES:

- Behavioural: basic self-leadership skills, basic assertiveness skills, basic communication skills, basic problem solving skills, basic conflict management skills, basic financial management skills and foundational business acumen;
- System Skills: Microsoft Office, Human Resource Information Systems, Information Management Systems.

RESPONSIBILITIES:

- Capture quality data;
- Contribute to team performance;
- Comply with disciplinary rules and procedures;
- Participate in change and improvement initiatives;
- HR System Administration;
- Document control and record keeping;
- Personnel filling and support services.

The abovementioned position is a B5 on the Patterson grading

Application close on: 16 March 2018 (13:00)

Interested applicants are requested to submit their CV's to: Fax: 086 731 6851 or e-mail: bhrecruit1@assmang.co.za or Application Box at the Security Department

BOILERMAKER

(Ref no: BH 0044 must be indicated on application)

QUALIFICATION REQUIREMENT:

- Grade 12 (Required);
- Trade certificate as Boilermaker NQF level 4 (Required).

EXPERIENCE AND OTHER REQUIREMENTS:

- Three (3) years post apprenticeship boilermaker experience in a heavy industrial, mining or plant environment (Required);
- Valid code B driving licence (Required).

REQUIRED COMPETENCIES:

- Behavioural: Basic problem solving skills, basic self-leadership skills, assertiveness, foundational business acumen, basic communication skills, basic conflict management skills, basic financial management skills;
- System skills: Microsoft Office;
- Technical: Generic Engineering, trackless mobile machine operations.

RESPONSIBILITIES:

- Perform asset care activities as required Electronic Asset Management System (EAMS);
- Maintain, install, do diagnostics and repair steel and metal structures;
- Comply with disciplinary and behavioural rules and procedures;
- Conduct risk assessment in own area of work and within your span of control;
- Complete daily inspections and Maintain workshop and assets namely work areas, equipment, tools and toolbox;
- Perform instructions as per work orders and job cards;
- Report problem and make recommendations to supervisor;
- Comply with SHERQ standards;
- Comply with quality standards;
- Contribute to team performance;
- Participate in improvement and change initiatives;
- Participate in planning process and execution of plans in your section.

The abovementioned position is a C2 on the Patterson grading.

Application close on: 23 March 2018 (13:00)

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FITTER

(Ref no: BH 0045 must be indicated on application)

QUALIFICATION REQUIREMENT:

- Grade 12 (Required);
- Trade Certificate as Fitter NQF level 4 (Required).

EXPERIENCE AND OTHER REQUIREMENTS:

- Three (3) years post apprentice experience as an fitter in the plant or mining environment (Required);
- Valid code B driving licence (Required).

REQUIRED COMPETENCIES:

- Behavioural: basic problem solving, basic self-leadership, basic assertiveness, foundational business acumen, basic communication, basic conflict management and basic financial management skills;
- System skills: Microsoft Office;
- Technical: Generic engineering.

RESPONSIBILITIES:

- Perform asset care activities as required to EAMS system;
- Maintain workshop area, equipment, tools and toolbox;
- Conduct Fitting work which supports maintenance, diagnostics, repairs and installation of equipment;
- Complete daily inspection checklist for tools, equipment and work areas;
- Comply with disciplinary and behavioural rules and procedures;
- Capture quality data;
- Comply with all SHERQ standards;
- Contribute to team performance;
- Participate in change and improvement initiatives and provide feedback;
- Participate in planning and the execution of plans;
- Conduct risk assessment in own area of responsibility;
- Minimise waste and save costs.

The abovementioned position is a C2 on the Patterson grading

Application close on: 23 March 2018 (13:00)

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TOOL HANDLER MULTI SKILLED

(Ref no: BH 0046 must be indicated on application)

QUALIFICATION REQUIREMENT:

- Grade 12 (Required)

EXPERIENCE AND OTHER REQUIREMENTS:

- Two (2) years general support duties within a production area in an engineering environment (Required);
- Valid code B driving licence (Required).

REQUIRED COMPETENCIES:

- Behavioural: Basic self-leadership skills, basic assertiveness skills, basic communication skills, basic problem solving skills, basic conflict management skills, foundational business acumen and basic financial management skills;
- Technical: Generic Engineering.

RESPONSIBILITIES:

- Comply with SHERQ standards and identify and report unsafe and hazardous situations;
- Comply with operational quality standards;
- Contribute to team performance;
- Clean and store equipment and tools safely;
- Complete documentation accurately and in full;
- Comply with disciplinary and behavioural rules and procedures;
- Participate in change initiatives;
- Propose ideas or practical improvements relevant to task;
- Complete discipline specific work and functions under the supervision of artisan;
- Complete tasks according to set requirements and standards;
- Assist with any ad-hoc duties as requested by your reporting line.

The abovementioned position is a B3 on the Patterson grading

Application close on: 16 March 2018 (13:00)

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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 a candidate not conform with all said requirements and experience, but is nonetheless regarded as suitable for the position, he/she will be appointed on a lower more appropriate grading, until successful achievement of required competencies and skills. The successful candidate will be appointed on a 6 month probation period.

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

No late applications will be entertained

Internal applicants should clearly indicate their company number on the front page of their application/CV. Applicants must supply one application per position, no multiple applications will be accepted.

Applicant must indicate the position reference number on the application/CV.

Applicants that apply via e-mail, should ensure they apply with a PDF or Word format, downloadable applications will not be acceptable.

Applicant must ensure that the application is sent to the correct e-mail address as stated on the advertisement. Applicants must apply with one application/CV per position.

If you have not been contacted by the Company within 21 days after the closing date, please consider your application to be unsuccessful.

Correspondence will be limited to short listed candidates only.

Assmang Pty Limited reserves the right not to appoint