

External Vacancy



The following position has become available within



Aveng Mining offers services across the mining value chain, from shaft sinking, underground development, contract mining and open cut mining, to construction of mine infrastructure. The operating group's experience spans a broad range of commodities and it has worked successfully in remote and difficult locations.

POSITION: HRD Graduate (Intern)

BUSINESS UNIT: Mining (Aveng Moolmans)
LOCATION: Northern Cape
REPORTING TO: HRD Manager
JOB SUMMARY STATEMENT: Responsible for the administrative functionality and attends to the implementation of procedures, applications, systems, controls and programs to facilitate the supporting, updating, circulation and maintenance of information from/ to the region with regards to various activities in the HRD (Training & Development) Department.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

Provide HRD Administration and Support function to the Training Department, Line management and employees:

- Assist with the maintenance of accurate and logical record keeping and filing
- Development of training material/ updating existing training material
- Registration/logging of training, training programs & learners with the relevant SETA
- Ensure that training is facilitated/ delivered as scheduled
- Assisting the HRD Manager with all training & development related matters
- Provide administrative support to the team function including diary management, report writing, presentation development, minute taking and coordination of allocated projects
- Update training matrix and perform training assessments
- Liaising with the relevant SETA to address and resolve all training related queries
- Assist in the implementation of change initiatives
- Conduct Skills programs, Learnerships and Supervisory training
- Compile Workplace Skills Plan and Annual Training Report
- Coordinate study assistance and bursary programs
- Coordinate Graduate and Internship programs
- Administer and implement BBBEE requirements in terms of training
- Assist with capturing and updating of training information on SAP
- Coordinate Apprenticeship programs

ACADEMIC QUALIFICATIONS:

- Grade 12
- N Dip/B.Com or other relevant B degree in HR/HRD Management completed.

EXPERIENCE AND REQUIREMENTS:

- Previous experience not compulsory although any previous experience in an Opencast Mining environment will be advantageous,
- Must pass Operator Dover Test (Earthmoving Equipment) and be willing to initially operate Earthmoving Equipment on a shift basis, as part of the development program
- Must have valid Driver's licence & own transport
- Must have excellent computer skills (Microsoft Office, especially Excel, Word and Power Point)
- Fluent in English and Afrikaans and preferably Tswana as well (advantageous).
- Preferably residing in the Northern Cape

KNOWLEDGE, SKILLS & ABILITIES:

Willingness to develop the following:

- Excellent understanding and knowledge of principles, procedures and legislation related to Training and Development practices
- A comprehensive understanding of the company's business and training needs
- Excellent written and verbal communication skills
- To build and maintain effective relationships at all levels within the organisation
- Meticulous, detailed, well-organized and able to work independently to meet deadlines
- To develop high level of integrity and able to work with confidential and sensitive information
- To keep abreast and up-to-date with HRD trends, legislative changes and industry wide development.

BEHAVIORAL COMPETENCIES:

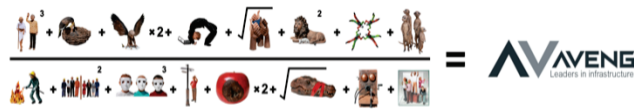
- Adhere to principles and values – Aveng DNA
- Leadership and supervisory skills
- Manage criticism and maintain momentum
- Projection of a professional image
- Maintaining effective relationships
- Effective time management skills
- Good communication skills
- Build interpersonal tolerance and teamwork practices
- High level of enthusiasm and results driven
- Maintaining of a high level of Integrity
- Deal effectively with change
- Analytical thinking
- Accurate and reliable
- Attention to detail

CLOSING DATE: 20 April 2018

Interested persons who meet the job requirements can submit their CV's by e-mail to: nchr.recruitment@avengmining.com
(NB: Kindly ensure to indicate the position that you apply for in the subject line)

Only shortlisted candidates will be contacted. In line with the Aveng commitment to transformation, suitably qualified candidates from previously disadvantaged groups will be given preference.

While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies.



The Aveng formula is a blueprint of what we strive to achieve as an organisation. It is the DNA of our corporate identity and a behavioural guide for all Aveng staff. Anyone joining Aveng is expected to embrace the formula to the best of his/her ability every day.