



ASSMANG
IRON ORE Beeshoek



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

SKILLS DEVELOPMENT FACILITATOR

(Ref no: BH 0059 - 1 must be indicated on application)

QUALIFICATION REQUIREMENT:

- Grade 12 (Required);
- Diploma in HR or HRD or ETDP NQF level 6 (Required);
- ETDP SDF Program NQF level 5 (Required);
- Supervisory Certificate or ARM Equivalent (Recommended).

EXPERIENCE AND OTHER REQUIREMENTS:

- Three (3) years operational HRD and skills development experience in a mining environment (Required);
- Two (2) years operational relevant data capturing and administrative experience preferably as SDF (Required);
- Valid code B driving licence (Required).

REQUIRED COMPETENCIES:

- Professional Status: MQA Skills Development Facilitator;
- Behavioural: Performance management, monitoring skills, evaluation skills, communication skills, planning skills, organizing skills, time management skills, leadership skills, learning skills, development skills, coaching skills, self-leadership skills, conflict management skills, safety management skills, team development skills, instructional skills, relationship management skills and assertiveness.
- Systems: Microsoft Office.

RESPONSIBILITIES:

- Coordinate, implement, control and monitor change plans;
- Ensure data integrity control;
- Identify improvement initiatives;
- Implement compliance requirements;
- Team planning;
- Conflict resolution;
- Implementation of operational plans;
- Change transformation;
- Stakeholder relations;
- Skills development services;
- Complete skills audit through the IDPs to determine skills gap and align training delivery
- Learnership management.

The abovementioned position is a C4 on the Patterson grading.

Applications close on: 15 June 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

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. 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

SHIFT SUPERVISOR

(Ref no: BH 0071 must be indicated on application)

QUALIFICATION REQUIREMENT:

- Grade 12 (Required);
- Competent person A certificate (Required);
- Surface Mining Blasting Certificate NQF level 5 (Required);
- First Line Management Certificate NQF level 5 (Required).

EXPERIENCE AND OTHER REQUIREMENTS:

- Eight (8) years mining experience in an open cast environment (Required);
- Two (2) years Supervisory experience in a mining environment (Required);
- Valid code B driving licence (Required).

REQUIRED COMPETENCIES:

- Behavioural: Leadership skills, learning and development skills, relationship management skills, assertiveness skills, conflict management skills, safety management skills, team development skills, giving instructions skills, communication skills, planning skills, organising skills, time management skills, performance management skills, evaluation skills and monitoring skills.
- Systems: Microsoft Office.

RESPONSIBILITIES:

- Assist to coordinate, implement, control and monitor change plans,
- Provide input into sub-functional planning,
- Plan team activities,
- Data integrity,
- Obtain, check and refine information,
- Control and assess Quality Management within scope of work to ensure standard adherences,
- Identify recurring problems and derive creative solutions involving team members,
- Implement compliance requirements,
- Communicate compliance changes,
- Ensure operational plan is implemented,
- Resolve problems as they are encountered to ensure achievement,
- Interpret the approved operational plans,
- Promote and assure adherence to safety, health and environmental procedures,
- Plan, coordinate and control the load and haul process,
- Ensure that planning, coordination and control of the load and haul process takes place in accordance with company policies, procedures and standards.

The abovementioned position is a C4 on the Patterson grading.

Application close on: 22 June 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