

INTERNAL & EXTERNAL VACANCY

**ADMINISTRATOR HUMAN RESOURCES DEVELOPMENT SERVICES AND SYSTEMS (C1 PATERSON GRADING)
(01 Vacancy)**

Preference will be given to Coloured Males and all Females.

ASSMANG Pty Ltd – Manganese Division requires the services of an Administrator Human Resources Development Services and Systems at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

MAIN TASK & RESPONSIBILITY:

- To verify training information, provide administration services and perform record keeping ensuring date integrity. Check the correct training and coordinate logistical arrangements. Monitor the update and correct training material. Collate, summarise and disseminate system related reports.

MINIMUM QUALIFICATIONS (Essential unless otherwise indicated):

- Grade 12
- Certificate Occupational Directed Education Training Development Practice –Level 4
- Certificate: IT Systems / HR Systems

EXPERIENCE AND REQUIREMENTS (Essential unless otherwise indicated):

- 1 Year general experience in admin support, data capturing and document control
- 6 Months experience on HR-related systems (Signify / Oracle)
- 2 Years' experience in Training administration

KNOWLEDGE AND SKILLS (Essential unless otherwise indicated):

- Obtain information, check for accuracy and capture data. File documents per procedure.
- Capture, maintain and audit all external training on Signify.
- Maintain training records, invoices and relevant documentation to meet BBBEE, WSP and SLP compliance audits.
- Execute data clean-up's as per instruction.
- Collate, summarise and distribute Signify and Oracle system related reports.
- Adhere to compliance to procedures and processes, standards and overall quality and correctness of data and documents generated in the training process.
- Check the list of Computer Based Training (CBT) / hardcopy training done corresponds with list of training completed.
- Capture and maintain training catalogue.
- Capture learning paths and needs analysis on system.
- System Skills: Microsoft Office, LMS, Oracle, SharePoint, JDE and Qlikview

The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996.

Remuneration: Remuneration will be based on a competitive all-inclusive flexible package. The successful candidate that conforms to all said requirements and experience will be appointed on this grading. A candidate that does not conform to all set requirements and experience will be considered only if a suitable candidate that does comply cannot be selected and only if the requirements of the position support a developmental appointment according to policy.

Interested applicants are requested to submit their CV's with certified copies of qualifications to:

E-mail: recruitment8@brmo.co.za OR at the Main Guard House.

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

Applications close on 27.07.2020

Late applications will not be entertained.

- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 21 days after the closing date, please consider your application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

FRAUD ALERT: Black Rock Mine Operation subscribes to ethical recruitment processes and therefore:

- ***Will not ask for money in exchange of an application, medical assessment, and interview or to be appointed.***
- ***Will not put any personal contact details of individual recruiters on the advert as a form of communication or job application.***
- ***Please use the allocated fax numbers, email address or designated hand delivery boxes at the mine to apply***