



30 June 2020

**Assmang (Pty) Ltd Khumani Mine** is one of the major Iron Ore producers in South Africa with a well-established overseas market and approximately 23 years' life of mine available. The Khumani Mine is situated about 29 km from Kathu next to the N14 in the Southern Kalahari, Northern-Cape. 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 position:

## **MANAGER HOD HUMAN RESOURCES**

(1 Vacancy)

**PREFERENCE WILL BE GIVEN TO AFRICAN AND COLOURED FEMALE APPLICANTSTO SUPPORT THE COMPANY'S EMPLOYMENT EQUITY PLAN THAT SEEKS TO ACHIEVE EQUITABLE REPRESENTATION OF THE WORKFORCE**

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

### **QUALIFICATIONS & REQUIREMENTS**

#### Qualifications

- BDegree in Human Resources or relevant equivalent qualification (Essential)
- BCom Hons Degree in Human Resources or relevant equivalent qualification (Recommended)

#### Experience

- Minimum of ten (10) years operational experience in general Human Resources exposure to main functions in the area of which at least three (3) years is in a mining operational environment (Essential)
- Minimum of five (5) years managerial experience in general Human Resources with balanced exposure to main functions in the area of which at least three (3) years in a mining environment (Essential)

#### Knowledge, Skills & Competencies

- Computer literacy
  - MS Word, Excel (basic user)
- Functional knowledge
  - Sustainable triple bottom line awareness and recognition
  - Political and diversity awareness.
  - Promote and enforce a culture of statutory compliance
    - Ensure compliance with all relevant legislation, including BBBEE scorecard and Mining Charter scorecard
    - WSP/ATR, Employment equity
    - MQA and HRD related requirements
  - Integrated HR and HRD systems
  - HR Operational effectiveness
    - Manpower planning
    - Recruitment
    - Employee relations
    - Performance management
    - Remuneration
    - Employee Wellness
    - HRD
  - Organisational development / Talent Management
  - Change management
  - Business process enhancement

- Holistic integrative thinking
- Scenario planning
- Strategic thinking, planning and repositioning
  - Ability to develop strategies and translate into tactical action plans
- Planning and organising skills
  - Long term planning and organising
- Business acumen
- Influencing skills
- Interpersonal skills
- Leadership inclination
- Networking and collaboration skills
- Conflict management
  - High level of emotional and social intelligence
- SHERQ
  - Working knowledge of all SHERQ related policies, procedures and regulations

#### Other Requirements

- A valid code B/ EB driver's licence
- Medically fit for duty

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

- To optimise, attract, retain and develop human potential;
- To formulate the HR strategy and HR related business risk counter strategies;
- To ensure effective change management processes and principles are implemented across the Operation, which includes but not limited to:
  - HR Strategy
  - HR Operational services
  - Talent Management
  - Management and project support services
  - Customer relations and stakeholder alignment
  - HR Business risk management
  - Competitor analysis and benchmarking
  - Transformation and change management
  - Social and Labour plan licensing management
  - People management
  - Work Ethics
  - SHERQ adherence and compliance in own area of work

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

**Housing:** The Company encourages 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 abovementioned position is **EL** on the Paterson band grading system. 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 (Pty) Ltd Khumani Mine**  
**Private Bag X503**  
**Kathu 8446 or**  
**Fax to 086-407-0666 for Attention HR Administration or**  
**e-mail to: [applications@assmang.co.za](mailto:applications@assmang.co.za)**

**Please make sure your curriculum vitae are 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.

**Applications close on: 20 July 2020**

**NB: PLEASE ATTACH RELEVANT CERTIFICATES, QUALIFICATIONS, LICENSES, ETC TO YOUR APPLICATION**

Please note that **NO** late applications will be entertained.

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If you have not been contacted by the Company within 6 weeks after the closing date, please consider your application to be unsuccessful.

Correspondence will be limited to short listed candidates only.

*Assmang (Pty) Ltd Khumani Mine is an equal opportunity employer. Appointment of successful applicants in positions will be done in line with the Employment Equity plan of the mine.*

Assmang (Pty) Ltd reserves the right not to make an appointment.