

**INTERNAL & EXTERNAL VACANCY**  
**OFFICER TRAINING SYSTEMS DEVELOPMENT AND COMPLIANCE (C4 PATERSON GRADING)**  
**(01 Vacancy)**

**Preference will be given to Coloured Males and all Females.**

**ASSMANG Ltd – Manganese Division requires the services of Officer Training Systems Development and Compliance at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.**

**MAIN TASK & RESPONSIBILITY:**

- To ensure compliance to legislation in terms of Skills Development, DTI Score card, BBBEE and Mining Charter. Ensure availability of reporting requirements and to train system users on the various systems available in the HRD department. Assist in maintaining data integrity standards. Conduct annual ISO audits on external Training providers. Provide consistent quality training by maintaining and aligning training material to national and legal quality standards.

**MINIMUM QUALIFICATIONS (Essential unless otherwise indicated):**

- Grade 12 / Equivalent
- National Certificate Occupationally Directed Education Training and Development Practices -Level 5
- Bachelor Degree / B. Tech: Human Resources Management / Human Resource Development or Industrial Psychology (Advantageous)
- Certificate: Skills Development Facilitator (Alternative)
- Diploma: Information Systems (Advantageous)

**EXPERIENCE AND REQUIREMENTS (Essential unless otherwise indicated):**

- 5 Years' experience in Systems Development and Administration (LMS/ QMS Systems)
- 3 Years Training experience preferably in a system environment
- 3 Years HR operation experience in Training and Development
- Code B / EB driver's licence
- Must achieve "B" symbol on the Dover assessment

**KNOWLEDGE AND SKILLS (Essential unless otherwise indicated):**

- Confirm alignment of training programmes and assessments to national, legal and quality standards on HR Systems.
- Ensure all training and development learning material is in line with internal and statutory requirements as per document management system.
- Ensure adequate and reliable reporting of training resources and data to all internal and relevant external stakeholders
- Make sure that reports are in line with statutory requirements i.e. WSP, ATR SLP, Mining charter and BBBEE.
- Act as an internal auditor for the training function and assist the lead auditor in the auditing process.
- Ensure regular audits are done and that accurate record keeping is in place.
- Ensure compliance to procedures and processes with regards to MQA and ISO accreditation standards (material, documents, and processes) and overall quality and correctness of data and documents generated during the training process.
- Act as super user on all HR Training systems such as Signify, I Share, Learning Management System, and other relevant HRD management systems.
- Conduct Training system administration and maintenance.
- Recommend enhancements on the training systems through the Northern Cape Learning Management System Forum.
- Provide Training on all the system based training to all internal employees. Provide approved training for employees in the group as well as one-on one session as and when needed.
- Update job profiles according to approved training matrix.
- Ensure library of training events are updated on Learning Management System.
- Ensure that the assessments are uploaded to the Learning Management System.
- Monitor upload of competency result to the Learning Management System and related systems.
- Act as a link between internal employees and external providers.
- Ensure complaints, queries and customer satisfaction is attended to as soon as possible.

- Respond to all queries received from Training Officers and other parties and ensure general training related administration queries are addressed as soon as possible.
- Make sure information is also distributed to Training Officers to ensure that all relevant parties are informed of any requests and / or changes.
- Communicate effectively across departments to enable effective coordination of training information and/or queries
- Manage all training compliance requirements on all MHSA regulations.
- Manage all training compliance requirements on all training regulating bodies' regulations.
- Manage all training compliance requirements on all international standard organisational standards.
- Integrate all SHERQ, regulating bodies and ISO requirements and standards to the Black Rock training programmes, training materials, policies, procedure and processes.
- Identify, monitor and interpret HRD risks, considering COP's, policies, procedures, processes, training programs and content, various legislation, regulations, standards and requirements of regulating bodies.
- Benchmark in the Northern Cape to ensure alignment to developments of other Northern Cape mines regarding training best practice.
- Analyse training gaps and determine training needs for operational employees in area of responsibility.
- Identify, manage and review performance improvement and development plans in consultation with line managers
- Develop, plan, implement, coordinate, maintain and supervise approved corrective measures / remedial actions.
- Research training topic and gather information from various sources, both internally and externally.
- Develop compliance training programmes, training material and assessments relevant to the job.
- Facilitate compliance training relevant to the job.
- Evaluate and update training material on ongoing basis to ensure MQA and ISO compliance.
- Review content on a regular basis to ensure training material is current and valid.
- In consultation with line management, conduct training analysis to determine whether training modules address and achieve desired outcomes and results.
- Interact and liaise with governing bodies and / or internal SHERQ department.
- Conduct continuous training needs analysis to facilitate development of new training material and updates on current material.
- Exercise system, document and version control to meet ISO requirements.
- Keep up to date on training techniques, methodologies, interventions, relevant legislations, policies, procedures and codes of practice.
- Identify and report deviances on training practices
- Recommend and implement approved action plans to address deviances.
- Align and maintain training practices, materials, assessments and records with regulating bodies and / or internal SHERQ department.
- Prepare for and assist with annual HRD audits.
- Report monthly on progress to the Superintendent Training Services.
- Report on resource requirements and request resources. Control, update and evaluate training system to ensure compliance with company policies and other standards and valid reporting
- Evaluate training programmes to ensure that they reflect any changes.
- Act as a business partner to the SHERQ department to audit and review risk assessments.
- Review training process and material to ensure relevancy.
- Alignment of risk assessment with training programmes, training materials, processes, policies, procedures and Codes of practices. Recommend any remedial actions where and / if needed.
- Ensure good customer relations are maintained at all times.
- Assist with compilation of annual budget considering previous and current expenditure and mine requirements to forecast future needs.
- Review invoices received and submit correct invoices for processing.
- **System Skills:** Microsoft Office, SHERQ Systems, Quality Management, Learning Management System, Human Resources Information Management System
- Participate in change initiatives and provide feedback on resistance.
- Obtain information, check for accuracy and capture data. File documents per procedure.
- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives and lead group discussions to solve problems.
- Comply with disciplinary and behavioural rules and procedures.
- Comply with safety, health and environmental standards. Identify and report unsafe and hazardous situations in work area. Participate in safety meetings.
- Comply with Quality standards and deliver in a manner that support and meet operational quality standards.

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: [recruitment7@brmo.co.za](mailto:recruitment7@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***