



12 April 2021

Assmang (Pty) Ltd Khumani Mine is one of the major Iron Ore producers in South Africa with a well-established overseas market. Khumani Mine is situated approximately 29 km from Kathu next to the N14 in the Southern Kalahari. 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:

TRAINING OFFICER MODULE DEVELOPER

PREFERENCE WILL BE GIVEN TO WIM (WOMEN IN MINING) APPLICANTS

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

QUALIFICATIONS & REQUIREMENTS

Qualifications

- Grade 12 (Essential)
- ODETDP National Diploma (NQF Level 5 – 240 credits) (Essential)
- ETDP Assessor Certificate in Training (Essential)
- Engineering N4 Certificate in Mechanical / Metallurgy (Recommended)

Experience

- Minimum of two (2) years operational Development of training material experience (Essential)
- Minimum of two (2) years operational Engineering experience (Essential)
- Minimum of one (1) year operational SCORM training development experience (Essential)
- Minimum of one (1) year operational Metallurgical Processes experience (Essential)
- Minimum of one (1) year operational Mining Processes experience (Essential)

Knowledge, Skills & Competencies

- Computer Literacy
 - MS Office – intermediate user
 - Photoshop – intermediate user
 - SCORM Development Systems (Letora / Captivate / Storyline)
- Management
 - Coordinating
 - Assertiveness
 - Presentation
 - Budget and cost control
- Language proficiency
 - Multilingual (fluently speak & write English and know two additional languages)
- Coping with pressure
 - Ability to work under pressure
- Training
 - Ability to identify and select appropriate material
 - Ability to compile training manuals using terminology that is understood by employees
 - Writing skills at intermediate level
 - Ability to compile material in line with MQA standards
 - Select appropriate content
- Communication
 - Ability to communicate effectively across all levels (in English and an additional language)
- Processes and procedures – In-depth understanding of all
 - Mining processes and Standard Operating Procedures (SOP's)
 - Plant processes and SOP's

- Training processes
- SHERQ processes and SOP's
- Load-out station processes and SOP's
- Operational processes and SOP's
- Legislation
 - In-depth knowledge of MHSA, NEMA, MQA, SAQA
 - Basic knowledge of BCEA, LRA, IRQA
- Creativity
- Attention to detail
- Interpersonal
- Relationship building

Other Requirements

- A valid code 08 driver's licence
- Medically fit for duty

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To plan, develop and produce internal training material and programs aligned to MQA requirements and standards
- To manage the Module Development function at operational level, which includes but not limited to:
 - Training material and assessments
 - Training material quality and maintenance
 - Resource and cost management
 - Reporting
 - Risk assessment
 - Staff supervision
 - SHERQ adherence and compliance
 - Work Ethics

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 **C4** 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 is 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

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

Please make sure your curriculum vitae is in correct PDF or Word format – NO password protected / zipped or download material

Applications close on: **07 May 2021**

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

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

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 Khumani Mine reserves the right not to make an appointment.