



03 June 2021

Assmang Limited's Khumani Iron Ore Mine is one of the major Iron Ore producers in South Africa with a well-established overseas market. The 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:

ASSISTANT REHABILITATION AND FUNCTIONAL ASSESSMENT

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)
- Certificate in PWC (Physical Work Capacity) and FWC (Functional Work Capacity) Assessment: Basic principles and methodology (Essential)
- Certificate in RFA (Rehabilitation and Functional Assessment) Software (Essential)

Experience:

- Minimum of six (6) months' operational Administration experience in a medical environment (Essential)
- Minimum of six (6) months' operational experience in working with medical equipment (Essential) (Total of 6 months' experience)

Knowledge, Skills & Competencies

- Computer literacy
 - Intermediate user of MS Office (Word, Excel, PowerPoint, Outlook)
 - Systems (Isometrix or similar, JD Edwards or similar, Achiever or similar and Discipline specific software tools)
- Functional
 - Taking responsibility for stock
 - All RFA and Rehabilitation Centre Procedures
 - First Aid
- Communication
 - Communicate across levels within the company
- Administration
 - General administration and accurate data capturing
- Planning and scheduling
 - Ability to do daily and weekly planning and scheduling
- Interpersonal
 - Ability to build and maintain effective relationships with wide variety of people
 - Approachable for help
- Behavioural
 - Adhering to values
 - Relating and networking
 - Adapting and responding to change
 - Respect for others and their rights
 - Cooperation to achieve departmental objectives

- Professional and friendly communication and conduct (no foul language use and tone of voice)
- Punctuality
- Emotional intelligence (correct interpretation of constructive feedback)
- Professional dress code (dress appropriately and wear PPE)

Other Requirements

- Medically fit for duty

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To administer the physical and functional work capacity assessments at the Rehabilitation and Functional (RFA) Centre and assist with the rehabilitation processes as required;
- To perform administrative, stock control and housing functions related to the assessments;
- To assist the relevant Therapist in the assessments and operations of the RFA and Rehabilitation Centre, which includes but not limited to:
 - Assessments (Physical Work Capacity and Functional Work Capacity)
 - Rehabilitation
 - Equipment control
 - Stock control
 - Administrative support
 - Hygiene and housekeeping
 - Key and locker control
 - SHERQ adherence and compliance in own area of work
 - Work Ethics

Appointment: Remuneration will be based on a competitive 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 **B4** 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
Assmang Limited, Khumani Iron Ore
Private Bag X503
Kathu 8446 or
Fax 086-407-0666 for Attention HR Administration or
e-mail to applications@assmang.co.za

Please make sure your curriculum vitae is 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: 17 June 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 Limited 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 Limited reserves the right not to make an appointment.