

(INTERNAL/EXTERNAL)

Date: 18 June 2021

Assmang Limited's Beeshoek Iron Ore Mine, west of Postmasburg in the Northern Cape requires the services of:

OFFICER ER

(Ref no: BH 0315-2 must be indicated on application)

QUALIFICATION REQUIREMENT:

- **Grade 12 (Required);**
- **National Diploma in Human Resource Management and or Labour Relations (Required);**
- **Bachelor Degree in Human Resource Management and or Labour Relations (Advantageous)**

EXPERIENCE AND OTHER REQUIREMENTS:

- **Five (5) years employee relations experience in a unionised environment (Required);**
- **One (1) year supervisory experience (Required);**
- **Valid code B driving license (Required).**

REQUIRED COMPETENCIES:

- **Professional Status: SABPP accreditation;**
- **Behavioural: Basic Assertiveness Skills, Basic Self-Leadership Skills, Foundational Business Acumen, Basic Communication Skills, Basic Problem Solving Skills, Basic Conflict Management Skills and Basic Financial Management Skills;**
- **Systems: Electronic Document Management System, Human Resource Information Management System, Microsoft Office and SHERQ Systems.**

RESPONSIBILITIES:

- **CCMA case management;**
- **Union relationship management;**
- **Coordinate, implement, control and monitor change plans;**
- **Data integrity control;**
- **ER operational support;**
- **ER Reporting;**
- **ER training;**
- **Identify improvement initiatives;**
- **Implement compliance requirements;**
- **Implementation of operational plans;**
- **Conflict resolution and grievance management;**
- **Team planning;**
- **Employee Benefits;**
- **Housing Support;**
- **Comply with IMS standards.**

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 a C4 on the Patterson grading. The successful candidate that conforms to all said requirements and experience will be appointed on this grading. The successful candidate will be appointed on a 6 month probation period.

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Assmang Limited's Beeshoek Iron Ore Mine, west of Postmasburg in the Northern Cape requires the services of:

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

Interested applicants are requested to submit their CV's to:

Fax: 086 731 6851 or e-mail: bhrecruit2@assmang.co.za or Application Box at the Security Department

Application close on: 02 July 2021 (13:00)

No late applications will be entertained.

Internal applicants should clearly indicate their company number on the front page of their application/CV.

Applicants must supply one application per position, no multiple applications will be accepted.

Applicant must indicate the position reference number on the application/CV.

Applicants that apply via e-mail, should ensure they apply with a PDF or Word format, downloadable applications will not be acceptable.

Applicant must ensure that the application is sent to the correct e-mail address as stated on the advertisement

Applicants must apply with one application/CV per position.

If you have not been contacted by the Company within 21 days after the closing date, please consider your application to be unsuccessful.

Applicants are encouraged to attach relevant documentation to their application.

Correspondence will be limited to short listed candidates only.

Assmang Pty Limited reserves the right not to appoint