



11 June 2021

Assmang (Pty) Ltd Khumani 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:

OFFICER HIV AND COMMUNITY PROJECTS

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

- National Diploma (NQF Level 6) Social Work/ Social Sciences/ Nursing/ Community Development (Essential)
- B-Degree/ B-Cur Degree (NQF level 7) Social Work/ Social Sciences/ Nursing/ Community Development (Recommended)

Accreditation and Registration

- South African Nursing Council (Recommended)
- South African Council for Social Service Profession (Recommended)

Experience

- Minimum of five (5) years' operational experience in Social work/ Nursing/ Community Development with specialisation in HIV management (Essential)
- Minimum of two (2) years operational experience in SANS 16001 Implementation and programme development (Essential)
- Minimum of two (2) years operational COID/ ODIMWA experience. (Essential).
- Minimum of two (2) years' experience in management of supplier/ Service provider (Recommended)
(Total of seven (7) years' experience required, of which some can run concurrent)

Knowledge, Skills & Competencies

- Computer Literacy
 - MS Office (Intermediate level)
- Persuasiveness
 - Ability to get buy in on programmes from various stakeholders and sell benefits to employees
- Statutory
 - Working knowledge of MHSA and other statutory/ related legislation
- Evaluation and problem solving skills
 - Ability to evaluate problems and provide suitable options
- Listening
 - Actively listen to employee in order to guide and council
- Oral communication
 - Must be bilingual (English and Afrikaans) as well as one other native language
- Interpersonal
 - Ability to converse with employees, management and other stakeholders across levels
- Written communication/ report writing
 - Ability to generate reports and draft strategy documents (advance level)

- Risk Assessment Competencies
 - Ability to conduct risk assessments and analysis in areas of responsibility
- Relationship building
 - Ability to build relationship with employees, management and external stakeholders
- Knowledge of Policies and Procedures
 - Understand and manage diverse cultures and perceptions around HIV/ AIDS and related matters;
 - In-Depth knowledge of HIV/ AIDS programs and statistical information
- Creative
 - Find alternative solutions for problems and initiate programs that will meet employee needs
- Confidentiality
 - Ability to manage confidential information and apply judgement in sharing confidential information

Other Requirements

- Medically fit for duty
- Drivers Licence - Code B/EB

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To manage and mitigate the impact of the HIV, TB, STI epidemic on the workforce and operations, including the external determinants.
- To manage and drive the external stakeholders' contracts or agreements on the programmes and processes as mentioned above, which includes but are not limited to:
 - Wellness and disease management programmes
 - Wellness and disease programme evaluation and reporting
 - Stakeholder relationship management
 - HIV and AIDS, TB and STI strategy
 - Supplier and service provider management
 - Risk management
 - Wellness activities and administration
 - Feasibility studies
 - Administrative duties
 - SHERQ adherence and compliance in own area of work
 - 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 iKhaya 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 **C5 level** 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 are in correct PDF or Word format – NO password protected / zipped or download material

Applications close on: 21 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 (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.