

Khumani Housing Development Company (Pty) Limited

(Reg. No. 2007/000964/07)

(Registered credit provider in terms of the National Credit Act 34 of 2005, under National Credit Regulator) (NCRCP3312)



24 August 2021

Khumani Housing Development Company (Pty) Ltd invites highly skilled, motivated and dedicated individuals who would like to make use of this unique opportunity to grow and develop within the company to apply for the following position:

OFFICER HOUSING (1 Position at KHDC – Offices based in Kathu)

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 / Diploma in Business Administration / Credit Management / HR Management (Recommended)

Experience

- Minimum of three (3) years operational general office administration experience (Essential)
- Minimum of two (2) years operational project administration experience (Essential)
(Total of 5 years' experience required, of which some can run concurrent)

Knowledge, Skills & Competencies

- Computer Literacy
 - MS Office applications (Advanced user of Outlook, Excel, Word and PowerPoint)
 - Relevant discipline specific programmes
- Community knowledge
 - Awareness of community needs and requirements
- Contract administration
 - Filing and record keeping
- Presentation skills
 - Conduct presentations to employees re housing scheme
- Conflict management
 - Manage conflict effectively
- Interpersonal skills
 - Ability to interact with people from different cultures
- Planning and scheduling
 - Coordinate various suppliers and activities
- Persuasion skills
 - Ability to persuade internal customers
- Statutory knowledge
 - Working knowledge of National Credit Act

Other Requirements

- A valid code B/EB driver's licence
- Medically fit for duty

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To ensure the effective coordination, marketing and administration of the housing function
- To assist with payment processing, data recording, record keeping, filing and general office administration pertaining to housing, which includes but not limited to:

- Rental stock management
- KHDC services
- Typing and editing Scope of Works
- Facilitate and monitor payments to stakeholders i.e. contractors
- 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 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 **C1** on the Patterson 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 Office
Assmang Limited Khumani Iron Ore
Private Bag X503
Kathu 8446 or
fax to 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: 02 September 2021

NB: PLEASE ATTACH RELEVANT CERTIFICATES, QUALIFICATIONS, LICENCES, 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.

KHDC (Pty) Ltd is an equal opportunity employer. Appointment of successful applicants in positions will be done in line with the Employment Equity plan of the mine.

KHDC (Pty) Ltd reserves the right not to make an appointment.

POPIA DISCLAIMER:

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information for recruitment purposes and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that Khumani Mine will keep the record of your personal information confidential and for the specific purpose it was submitted.

Please Note: In the event that you fail to provide personal data relevant to application process or specific position you applied for or provide inaccurate date, we may not be able to consider and process your application further.