

# BRMO JOB VACANCY



**ASSMANG**  
MANGANESE

BLACK ROCK MINE OPERATIONS



**ADMINISTRATOR HUMAN RESOURCES  
DEVELOPMENT SERVICES & SYSTEMS**



**INTERNAL & EXTERNAL**



**PATERSON GRADING: C1  
CLOSING DATE: 30/09/2021**

ASSMANG Pty Ltd requires the services of an **Administrator Human Resources Development Services and Systems** at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

## MAIN TASK AND RESPONSIBILITY

To verify training information, provide administration services and perform record keeping ensuring data integrity. Check the correct training and coordinate logistical arrangements. Monitor the update and correct training material. Collate, summarise and disseminate system related reports.

## MINIMUM QUALIFICATIONS

*(Essential unless otherwise indicated)*

- Certificate: Grade 12
- Certificate: Occupationally Directed Education Training Development Practice (Level 4)
- Certificate: IT Systems / HR Systems

## EXPERIENCE AND REQUIREMENTS

*(Essential unless otherwise indicated)*

- 1 Year general admin support, data capturing and document control experience
- 6 Months experience on HR-related (Signify) systems / Oracle system
- 2 Years' training administration experience

## KNOWLEDGE AND SKILLS

*(Essential unless otherwise indicated)*

- Computer Literate (Microsoft Office)
- System Skills (JDE, Oracle, LMS, Sharepoint & Qlikview)
- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives and lead group discussions to solve problems.
- Comply with disciplinary and behavioural rules and procedures.
- Participate in planning process for section. Execute plans within standard.
- Maintain internal and external customer relations.
- Capture, maintain and audit all external training on Signify.
- Maintain training records, invoices and relevant documentation to meet BBBEE, WSP and SLP compliance audits.
- Execute data clean-up's as per instructions.
- Collate, summarise and distribute Signify and Oracle system related reports.
- Adhere to compliance to procedures and processes, standards and overall quality and correctness of data and documents generated in the training process.
- Check the list of Computer Based Training (CBT) / hardcopy training done corresponds with list of training completed. Capture and maintain training catalogue.
- Capture learning paths and needs analysis on system.

## TERMS & CONDITIONS

The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996.

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

Interested applicants are requested to submit their CV's with certified copies of qualifications to:

- Internal Applicants - [recruitment1@assmang.co.za](mailto:recruitment1@assmang.co.za) / Use designated hand delivery boxes at the mine to apply

Designated groups will receive preference. All females are encouraged to apply.

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

- Late applications will not be entertained.
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 21 days after the closing date, please consider your application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

## POPIA DISCLAIMER:

By submitting your application, you agree:

- To the processing of your personal information and sharing it with third parties for verifications.
- To you exercising of your rights provided for by POPIA.
- To BRMO keeping your personal information confidential.

## ⚠️ FRAUD ALERT:

Black Rock Mine Operations subscribes to ethical recruitment processes and will therefore, never:

- Ask for money in exchange of an application, medical assessment and interview or to be appointed.
- Display personal contact details or cell phone number of individual recruiters on the advert as a form of communication or job application.

Please use the email address or designated hand delivery boxes at the mine to apply, as specified above.

