



22 September 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:

OFFICER SHERQ COMPLIANCE (1 Position at Contractors Department Parsons)

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 for which position you have applied

QUALIFICATIONS & REQUIREMENTS

Qualifications

- Grade 12 (Essential)
- National Diploma (NQF Level 6) in Safety Management / Risk Management or equivalent (Essential)
- COMSOC or SAMTRAC I & II (Essential)
- Certificate ISO 45001 (Internal Auditor – Safety) (Essential)
- Certificate ISO 9001 (Quality) (Essential)
- Certificate ISO 14001 (Environmental) (Essential)
- Certificate ISO 31000 (Risk management) (Essential)
- Competent A Certificate in Surface Mining (Recommended)
- Blasting Certificate or MQA equivalent in Surface Mining (Recommended)
- Artisan Trade Certificate (Recommended)

Experience

- Minimum of one (1) year operational Safety / SHERQ Officer experience in a mining / engineering environment (Essential)
- Minimum of one (1) year operational Risk assessment experience in a mining / engineering environment (Essential)
- Minimum of six (6) months operational SHERQ auditing experience (Essential)
- Minimum of six (6) months operational SHERQ investigations experience (Essential)
(Total of 3 years' experience required, of which some can run concurrent)

Knowledge, Skills & Competencies

- Legislation
 - ISO 45001 (Health and Safety Law for managers)
 - Integrated ISO systems
 - Competency A certificate
 - Mine Health and Safety act (National Occupational Health and Safety Act)
 - Accident investigation
 - Working knowledge of legal registry plus legal liability
- Planning and organising
 - Efficient planning and organising
- Analytical
 - Ability to perform required analyses and interpret data
 - Provide factual data / evidence based on proven analysis methods and trends to management

- Report writing and data reporting
 - Ability to write effective SHERQ and investigation data reports
- Negotiations
 - Effective influencing and persuasion skills
- SHERQ skills and knowledge
 - Intermediate risk assessments on job related activities within span on control, including modern SHERQ risk management and fundamentals of risk assessment
 - Intermediate First Aid (Level 3)
 - Intermediate knowledge of all SHERQ standards and procedures
 - Knowledge of company policies
 - Functional understanding of ISO safety standards and the application thereof
 - National acts applicable to mining environment
- Diagnostic
 - Root cause analysis
 - Report writing
 - Problem solving
 - Trend analysis
- Statutory
 - Basic knowledge of Air pollution preventative act
 - Rail safety regulator and radiation control
 - Intermediate knowledge of Mine Health and Safety act
 - Water act
 - National road act
 - National environmental and management act
 - Relevant SOP's and COP's
 - Basic conditions of employment act
- Change management
 - Ability to influence employees, management and other stakeholders to implement SHERQ related initiatives and improvements
 - Establishment of a safety mentality
- Functional knowledge and skills
 - Mining and Engineering business processes
 - Mine health system act
 - Explosives act (other legal)
 - ISO and OHSAS standards (systems and audits)
 - Integration between systems
 - Hazard identification and risk assessment skills
 - National water act
 - Functional understanding of waste management, environmental monitoring and rail system requirements
 - Functional understanding of SABS and SANS standards and the application thereof
- Systems knowledge and skills
 - JD Edwards, QlikView and Achiever or equivalent
 - Risk assessment and permits to work
 - Discipline / departmental specific systems and software
- Computer literacy
 - MS Office Suite (Advanced user of Word, Excel, PowerPoint and Outlook and intermediate user of MS Projects and Visio)

Other Requirements

- A Valid Code B / EB driver's licence
- Medically fit – meet required medical fitness standards

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To prevent through legal compliance checks, audits and monitoring, the reduction of accidents, dangerous occurrences and non-conformance in respect of safety, health, environment, risk and quality standards;
- To assist the Chief Safety and Risk Officer with the updating, implementing and maintaining of SHERQ systems and procedures to ensure legal compliance in all areas of the operation, which includes but not limited to:
 - Over-Inspections
 - Investigations
 - Risk assessment and control
 - Planning, organising and administration (MOS)
 - Analysis and reporting (MOS)
 - Customer service and support

- Legal compliance and audits
- 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 **C4** 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: 06 October 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.

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.

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.