



03 January 2022

**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:

## **ADMINISTRATOR ENGINEERING**

(1X Position at Parsons)

**PREFERENCE WILL BE GIVEN TO WIM (WOMEN IN MINING) AND PWD (PEOPLE WITH DISABILITIES) 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

- Grade 12 (Essential)
- Certificate in Office Administration (Recommended)

#### Experience

- Minimum of one (1) year operational general office administration experience in a technical or mining environment (Essential)

#### Knowledge, Skills & Competencies

- System knowledge
  - Functional knowledge of discipline specific systems and processes within the Engineering environment
- Company policies and procedures
  - Asset management
  - Procurement procedures and policies applicable to area of responsibility
- Reporting skills
  - Effective and accurate reporting using standard reports
- Computer literacy
  - Basic user of MS Office Suite (Word, Excel, PowerPoint and Outlook)
  - Document control systems and any other discipline specific software systems/tools
- Planning and organising
  - Organises and structures own time effectively
  - Works systematically and plans things in advance
- Numerical
  - Ability to work with basic calculations
- Business etiquette
  - Communication (telephone and email) performed in a professional manner
- Written communication skills
  - Ability to accurately record meetings and compile minutes
- Interpersonal skills

- Ability to build and maintain effective relationships across levels (both internal and external)
- Administrative skills
  - Strong administrative skills to provide efficient support to department
- SHERQ knowledge
  - Knowledge of SHERQ standards and procedures and integrated risk awareness
- Statutory knowledge
  - Basic knowledge of Mine Health and Safety Act and any other applicable legislation

#### Other Requirements

- A valid code B / EB driver's licence
- Medically fit for duty
  - Meet medical fitness standards and requirements
- **All applicants with disabilities are required to submit a medical certificate confirming the nature of their disability. This must be submitted together with the application.**

#### **KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:**

- To provide effective and efficient administrative support to all the Engineering maintenance sections within the Engineering department, which includes but not limited to:
  - Work order administration
  - General administration
  - Purchase orders
  - Quality assurance
  - Assistance
  - Reporting
  - 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 Khumani 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 **B4** 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](mailto:applications@assmang.co.za)**

#### **GENERAL**

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: 19 January 2022**

**NB: PLEASE ATTACH RELEVANT CERTIFICATES, QUALIFICATIONS, LICENSES, ETC TO YOUR APPLICATION**

Please note that **NO** late applications will be entertained.

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**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.**

**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 data, we may not be able to consider and process your application further.