



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. 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:

## **RISK OFFICER (3X Positions)**

**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

- Grade 12 (Essential)
- Accredited certificate in Business / Operational Risk management (Essential)
- Accredited certificate in Introduction to ISO series of Standards (Any one of series relevant) (Essential)
- Accredited certificate in ISO Internal Auditing (Essential)
- SAMTRAC / COMSOC I & II certificate (Recommended)
- Artisan Trade certificate in Engineering (Recommended)

#### Experience

- Minimum of two (2) years operational experience of SHERQ administration in relevant ISO standards (Essential)
- Minimum of two (2) years operational Risk assessment experience in a Mining environment (Essential)
- Minimum of one (1) year operational Process mapping experience in a Mining environment (Recommended)
- Minimum of one (1) year operational work experience in an Engineering environment (Recommended)  
(Total of 5 years' experience)

#### Knowledge, Skills & Competencies

- Functional knowledge
  - Working knowledge of ISO9001, 45001 and 14001
- Change management
  - Ability to affect / influence change in respect of SHERQ related matters
- Computer literacy
  - Basic user of:
    - MS Office suite (Word, Excel, PowerPoint and Achiever)
    - SQL Database
  - Intermediate user of:
    - Isometrix
    - Risk management discipline (functional) specific software / tools
- Statutory
  - Working knowledge of Mine Health and Safety Act

- Policies and procedures
  - Working knowledge of SHERQ related policies

#### Other Requirements

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

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

- To assist line management of assigned client group (i.e. Engineering, Mining, Finance, HR and Technical services etc.) with updating, implementing and maintaining of SHERQ management systems and risk control measures to ensure not only compliance but also create SHERQ awareness, which includes but not limited to:
  - SHERQ management systems
  - Risk assessment
  - Reporting
  - Customer service
  - Process mapping
  - 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 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 **C3** 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 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 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](mailto:applications@assmang.co.za)**

**Your CV will not be processed if you do not indicate clearly on your application for which position you have applied.**

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

**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.

---

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