



Internal ARM

09 June 2022

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:

ANALYST BUSINESS IMPROVEMENT

(1 Position)

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)
- National Diploma (NQF Level 6) in Engineering / Metallurgy / Operations Management / Organisational Management / Business Informatics / Business Improvement / Information Management (Essential)
- Bachelor's degree (NQF Level 7) in Engineering / Metallurgy / Operations Management / Business Leadership/ Business Informatics / Business Improvement (Recommended)

Experience

- Minimum of two (2) years operational experience in resource or manufacturing industry **OR** a minimum of two (2) years operational experience in the Business Improvement function of a medium to large company (Essential)

Knowledge, Skills & Competencies

- Project management skills
 - To manage and coordinate projects involving internal and external parties and stakeholders
 - Project coordination and planning
 - Budget and cost management within project
- Business processes
 - Understanding of business processes and Business improvement principles
- Financial acumen
 - Sound financial judgement
- Computer literacy
 - Advanced user of:
 - MS office suite (Excel critical)
- Leadership competencies
 - Provides guidance to relevant staff on sustainable development matters by relying on knowledge of procedures
 - Change management
 - Teamwork outputs
 - Influence
 - Intellectual curiosity
 - Quality and cost management
 - Decision making

- Ability to effectively manage multiple priorities
- Effective at coaching line personnel
- Team player
 - Ability to influence through the line, communicate effectively and collaborate team members
- Results focused
 - Achievement driven
- Problem solving abilities
 - Ability to evaluate problems and provide suitable options
- Goal orientated
 - Implement and carry out goals, assertiveness and deadline driven
- Ability to cope and survive in an environment of uncertainty
- Communications skills
 - Ability to communicate effectively across all levels
 - Written communication skills to ensure understanding and participation in BI initiatives
- Interpersonal skills
 - Ability to build and maintain relationships
- Analysis skills and competencies
 - Verify information / analysis and elicited support for BI opportunities identified
- Innovation and change
 - Learning ability (intellectual curiosity)
 - Initiative innovation and business improvement idea generated
- Inspirational skills
 - Inspire company employee to generate business improvement ideas and live company values
- Change management
 - Ability to influence effective change in organisation

Other Requirements

- A Valid Code EB driver's licence
- Medically fit for duty

Reporting Structure

The position will report to the Manager Business Improvement.

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To provide analytical and implementation support to the Business Improvement function to ensure the implementation of Business Improvement initiatives, methodologies, strategies and associated techniques/technology for delivery of substantial cost reductions and efficiency improvements, which includes but not limited to:
 - Analytical support
 - Business improvement implementation assistance
 - Business improvement concepts, tools and skills
 - Value adding
 - Relationship building
 - 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 **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 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 (Pty) Ltd Khumani Mine
Private Bag X503
Kathu 8446 or
Fax to 086 -407-0666 for Attention HR Administration or
e-mail to: KHrecruitparsons2@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 shortlisted candidates will be required to authenticate information provided in CV's.

Applications close on: 22 June 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 (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 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