

(INTERNAL/EXTERNAL)

Date: 15 June 2022

Assmang Limited's Beeshoek Iron Ore Mine, west of Postmasburg in the Northern Cape requires the services of:

CLERK ADMINISTRATION

(TEMPORARY POOL)

(Ref no: BH 0423 must be indicated on application)

QUALIFICATION REQUIREMENT:

- Grade 12 (Required).

EXPERIENCE AND OTHER REQUIREMENTS:

- Two (2) Years General Administrative Support, Data Capturing and Document Control Experience (Required);
- Valid Code B Driving License (Required).

REQUIRED COMPETENCIES:

- Behavioural Competencies: Basic Self-Leadership Skills, Basic Assertiveness Skills, Basic Communication Skills, Basic Problem-Solving Skills, Basic Conflict Management Skills, Foundational Business Acumen and Basic Financial Management Skills;
- System Skills: Microsoft Office, Human Resource Information Management Systems and Electronic Document Management Systems.

RESPONSIBILITIES:

- Participate in change initiatives;
- Provide accurate data;
- Participate in improvement initiatives;
- Rule compliance;
- Contribute to team performance;
- General administration;
- Record keeping;
- Comply with IMS standards;
- Minimise waste;
- Maintain team relationships;
- Personal development and participation in initiatives.

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 a **B2** on the Patterson grading. The successful candidate that conforms to all said requirements and experience will be appointed on this grading. The successful candidate will be appointed on a 6 month probation period.

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

Interested applicants are requested to submit their CV's to:

Fax: 086 731 6851 or e-mail: bhrecruit1@assmang.co.za or Application Box at the Security Department

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Assmang Limited's Beeshoek Iron Ore Mine, west of Postmasburg in the Northern Cape requires the services of:

Application close on: **29 June 2022 (16:00)**

No late applications will be entertained.

Internal applicants should clearly indicate their company number on the front page of their application/CV.

Applicants must supply one application per position, no multiple applications will be accepted.

Applicant must indicate the position reference number on the application/CV.

Applicants that apply via e-mail, should ensure they apply with a PDF or Word format, downloadable applications will not be acceptable. Please ensure that all attachments: CV, qualifications and any other documents, are in a single PDF or Word document for submission.

Employment equity requirements based on company employment equity plan will be applied during the screening and shortlisting process.

Applicant must ensure that the application is sent to the correct e-mail address as stated on the advertisement.

Applicants must apply with one application/CV per position.

If you have not been contacted by the Company within 21 days after the closing date, please consider your application to be unsuccessful.

Applicants are encouraged to attach relevant documentation to their application.

Correspondence will be limited to short listed candidates only.

Assmang Pty Limited reserves the right not to appoint.

POPIA Disclaimer:

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that Assmang Pty Ltd-Beeshoek Mine will keep the record of your personal information confidential.