



# Internal ARM

08 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:

## **SENIOR OFFICER HR SYSTEMS** (1 Position at 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 which position you have applied for**

### **QUALIFICATIONS & REQUIREMENTS**

#### Qualifications

- Grade 12 (Essential)
- National Diploma (NQF Level 6) in Human Resources / Information Systems or equivalent

#### Experience

- Minimum of two (2) years operational Human Resources Generalist experience (Essential)
- Minimum of two (3) years operational Human Resources Management Information Systems experience (Essential)  
(Total of 5 years' minimum experience required, of which some can run concurrently)

#### Knowledge, Skills & Competencies

- Computer Literacy
  - MS Excel – Advanced user
  - HRIS – Advanced user
- Functional skills
  - Filing systems
  - Event planning
  - Legal updates
  - Integrity
  - High level of confidentiality
  - Planning and organising
- Systems knowledge
  - HR Database system - Oracle or equivalent
  - ClickView reporting tool (Recommended)
- Company policies and procedures
  - Working knowledge of relevant policies and procedures
  - SHERQ
- Liaison and engaging skills
  - Working knowledge of all Labour legislation, i.e., BCE Act, POPI Act, Disclosure of Information Act and PAPIA Manual

## Other Requirements

- A valid code 08 driver's licence
- Medically fit for duty

## Reporting Structure

The position will report to the Superintendent HR Systems and Performance Management.

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

- To coordinate, control and optimize the human resources administration and Management Information System effectively and efficiently to ensure business and management demands regarding manpower planning, availability, on-boarding, employee record administration, auditing, reporting and MIS intelligence and business intelligence are met at all times, which includes but not limited to:
  - Management HR Information systems Data
  - Employee on-boarding
  - Labour movement control
  - HR Systems and metrics reporting
  - Management and maintaining of organisational structures
  - Maintain data integrity in HRIS
  - Employee long services coordination and administration
  - Coordinate workforce and labour planning administration at the operation between HR and Finance
  - HR administration coordination and maintenance
  - Customer services and – support
  - Staff supervision
  - 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 [KHrecruitparsons2@assmang.co.za](mailto: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 short listed candidates will be required to authenticate information provided in CV's.

**Applications close on: **22 June 2022****

**NB: PLEASE ATTACH RELEVANT CERTIFICATES, QUALIFICATIONS, LICENCES, 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 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.