



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 and expanding 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 expansion project and who would like to make use of this unique opportunity to grow and develop within the company to apply for the following position:

TRAINING OFFICER SHERQ

(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 for which position you have applied.

QUALIFICATIONS & REQUIREMENTS

Qualifications

- Grade 12 (Essential)
- ODETDP Certificate in Training (NQF level 5 – 120 credits) (Essential)

Experience

- Minimum of three (3) years' operational Mining and/or SHERQ experience (Essential)
 - Minimum of two (2) years' operational Training and Facilitation (Training Officer Assistant) experience (Essential)
- (A total of 5 years' experience)**

Knowledge, Skills & Competencies

- Training Processes:
 - Understanding of all training processes and conducting theoretical and practical assessments
- Computer literacy:
 - MS Office (intermediate level)
 - Learning Management System (LMS) (intermediate user)
- Mining processes:
 - Working knowledge and understanding of load and haul processes
 - Working knowledge and understanding of SHERQ processes
- Statutory knowledge:
 - Advanced knowledge of related legislation which includes
 - Skills Development Act
 - MHSA
 - SAQA
- Presentation:
 - Present training programs on ad-hoc basis
- Planning and organising:
 - Plan and organise assessments and training programs
- Assessments:
 - Conduct assessments and analyse results
- Relationship building:
 - Build relationships with Operators, learners and managers

- Report writing:
 - Populate standard reports using Word, Excel and LMS functionalities

Other Requirements

- Valid Code B /EB Driver's license
- Medically fit for duty

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To deliver and evaluate the impact of training and education initiatives for Khumani operations, which includes but not limited to:
 - Training facilitation and presentation
 - Course development and maintenance
 - Reporting
 - Staff supervision
 - 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 **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 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 KHrecruitparsons2@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: 24 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 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.
