

# KHUMANI VACANCY

## Assistant HR Officer and Generalist

ARM INTERNAL

Paterson Grading B5

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 position at our operation which is situated approximately 29 km from Kathu next to the N14 in the Southern Kalahari.

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

To facilitate a HR one-stop service delivery at operations level by assisting line management and employees with all HR related queries and administrative work in order to facilitate good HR/ER/payroll service delivery to operations, which includes but not limited to:

- HR/Payroll administration
- Recruitment assistance
- Talent management and OD assistance
- HRMIS assistance
- EE assistance
- Payroll assistance
- HR Reporting
- Performance management assistance
- Customer relations
- SHERQ
- Work ethics

### QUALIFICATIONS

*(Essential unless otherwise indicated)*

- Grade 12 (NQF Level 4)
- Diploma in Human Resources Management  
*(Recommended)*

### EXPERIENCE

*(Essential unless otherwise indicated)*

- Minimum of two (2) years operational assistant HR Generalist experience
- Minimum of one (1) year operational payroll / customer care / call center experience

### KNOWLEDGE, SKILLS & COMPETENCIES

- **Computer Literacy**
  - Basic user of MS Office
  - HRIS or any other systems experience
- **Communication**
  - Ability to communicate effectively across all levels (including report writing)
- **Statutory knowledge**
  - Labour legislation (i.e. BCEA)
- **Inter-departmental and cross-functional knowledge**
  - Effective influencing and persuasion skills
- **Problem-solving**
  - Ability to solve problems
- **Interpersonal skills**
  - Ability to work with people and maintain relationships
- **Policies and procedures**
  - HR and admin/payroll related policies, Disciplinary and grievance policies and SHERQ policies

### OTHER REQUIREMENTS

*(Essential unless otherwise indicated)*

#### Medically fit

- Meet required medical fitness standards

#### Driver's license

- Valid Code B (8) driver's license

Interested applicants are requested to submit their CV's, together with certified copies of qualifications, to:

**HR Administration Office**  
**Assmang (Pty) Ltd**  
**Khumani Iron Ore Mine**  
**Private Bag X503**  
**Kathu 8446**  
**Attention HR Administration or**  
**e-mail to [KHrecruitparsons1@assmang.co.za](mailto:KHrecruitparsons1@assmang.co.za)**

### TERMS & CONDITIONS

The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996. Remuneration will be based on a competitive all-inclusive flexible package.

*Preference will be given to women in mining and designated groups in accordance with the Company's Employment Equity Plan.*

Please be advised that short listed candidates will be required to authenticate information provided

- Late applications will not be entertained.
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 6 weeks after the closing date, please consider your
- application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

**Advert Published Date: 12 January 2024**

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.

### Fraud Alert

Khumani mine subscribes to ethical recruitment processes and will therefore, never:

- Request money in exchange for an application, medical assessment, interview or to be appointed.
- Display personal contact details of our recruiters on an advertisement as a form of communication or job application

**CLOSING DATE**

**28/01/2024**

