

KHUMANI VACANCY

MIS Officer Production

INTERNAL & EXTERNAL

Paterson Grading C3

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 ensure availability and integrity of operational data within the relevant production systems. To support System reliability and functionality, which includes, but not limited to:

- User support
- Data integration/ interface
- Configuration / Enhancements/ Development of the system
- Reporting
- Metallurgical measurements
- Continuous improvements projects
- SHERQ adherence and compliance in own area of work
- Work Ethics

QUALIFICATIONS

(Essential unless otherwise indicated)

- Grade 12
- National Diploma in Chemical Engineering / Metallurgy (NQF Level 6)
- Certificate in Systems and Data Management (Recommended)

EXPERIENCE

(Essential unless otherwise indicated)

- Minimum of three (3) years operational production systems development /support
- Minimum of one (1) year operational metallurgical accounting experience (Recommended)

KNOWLEDGE, SKILLS & COMPETENCIES

- **Computer literacy**
 - MS Office - Word (basic user), Excel (advanced user)
 - MS Access (Intermediate user)
 - MS Projects (Advanced user)
- **Functional**
 - Communication and listening;
 - Organisational effectiveness with people and processes
 - Numeric literacy
 - Self driven and proactive
 - Time management
 - Budget management
 - Project development and support
- **Systems**
 - MineSuite (all modules)
 - Scada
 - SharePoint production cube and / or other related.
- **Policies and procedures**
 - Knowledge of related company policies and procedures
 - SHERQ.
- **Data Analysis**
 - Analyse data and information to determine suitable recommendations
- **Numerical skills**
 - Ability to calculate and interpret numerical data

OTHER REQUIREMENTS

(Essential unless otherwise indicated)

Medically fit

- Meet required medical fitness standards

Driver's license

- Valid Code B/EB 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 KHrecruitparsons2@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.

CLOSING DATE

21/01/2024

Advert Published Date: 05 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