

# BRMO JOB VACANCY



ASSMANG  
MANGANESE

BLACK ROCK MINE OPERATIONS

top  
EMPLOYER

SOUTH  
AFRICA  
2024

CERTIFIED EXCELLENCE IN EMPLOYEE CONDITIONS



CLERK RISK



INTERNAL

PATERSON GRADING: B3  
CLOSING DATE: 29 May 2024

ASSMANG Pty Ltd requires the services of a **Clerk Risk** at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

## MAIN TASK AND RESPONSIBILITY

Update and maintain BRMO's Risk Management System. Adhere to risk control measures and standards to comply to legal and other requirements.

## MINIMUM QUALIFICATIONS

*Essential unless otherwise indicated)*

- Certificate: Grade 12
- Certificate: ISO Management Systems (9001 or 14001 or 45001) (Recommended)

## EXPERIENCE AND REQUIREMENTS

*Essential unless otherwise indicated)*

- 2 years' Practical administration and working with SHERQ management systems in a Mining or Engineering environment.

## KNOWLEDGE AND SKILLS

*Essential unless otherwise indicated)*

- Microsoft Office, Electronic Document Management System (Sharepoint) and Information Management System (Isometrix)
- Complete documentation accurately and in full.
- Propose ideas or practical improvements relevant to tasks.
- Participate in improvement initiatives.
- Comply with disciplinary and behavioural rules and procedures.
- Contribute to team performance.
- Perform general clerical duties, administer and process documentation to support the section.
- Administer and perform document control of risk assessments to ensure adherence to SOPs and legislation.
- Assist with administration of Safe Work Procedures, Standards and Codes of Practice.
- Comply with work rules, standards and methods. Take care to minimise waste.
- Maintain active and informative and ethical relations with all team members and colleagues.
- Complete Individual Development Plan.
- Attend learning and development courses. Participate in peer and team learning initiatives.

## 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.
- **Employment Equity targets** will be considered when appointing potential candidates.
- **People living with disabilities** are encouraged to apply.

Interested applicants are requested to submit their CV's with certified copies of qualifications.

- Apply via our Career website only:  
<https://assmang.ci.hr>

- Please be advised that short listed candidates will be required to authenticate information provided in CV's.
- Late applications will not be accepted
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 21 days 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.

## POPIA DISCLAIMER:

By submitting your application, you agree:

- To the processing of your personal information and sharing it with third parties for verifications.
- To you exercising of your rights provided for by POPIA.
- To BRMO keeping your personal information confidential.

## ⚠️ FRAUD ALERT:

**Black Rock Mine Operations subscribes to ethical recruitment processes:**

- **Black Rock Mine Operations will never ask for money in exchange of any application, medical assessment, and interview or to be appointed.**
- **Black Rock Mine Operations will never display personal contact details or cell phone number of individual recruiters on the advert as a form of communication or job application**