

KHUMANI VACANCY

Project Cost Controller

INTERNAL & EXTERNAL

Paterson Grading C4

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:

Monitor and control project budgets within the Projects Department to assist the Manager Projects and other stakeholders to complete projects within budget and to develop detailed cost estimates for all phases of projects, which includes but not limited to:

- Project estimates and budgeting
- Budget and cost monitoring and control
- Customer service
- Contractor management
- Working cost management
- SHERQ
- Work Ethics

QUALIFICATIONS

(Essential unless otherwise indicated)

- Grade 12
- B Tech/ B Degree (NQF level 7) in Quantity Surveying
- Certificate in Project Management *(Recommended)*
- Certificate in Cost Management *(Recommended)*

EXPERIENCE

(Essential unless otherwise indicated)

- Minimum of two (2) years operational cost control experience;
- Minimum of two (2) years operational estimating experience
- Minimum of two (2) years operational contract management experience

(Total of 6 years experience required – experiences can run concurrently)

ACCREDITATION AND REGISTRATION

(Essential unless otherwise indicated)

- Registered professional Quantity Surveyor *(Recommended)*

KNOWLEDGE, SKILLS & COMPETENCIES

- **Computer literacy**
 - Advance user of MS Projects
 - Basic user of JD Edwards or equivalent,
 - Basic user of MS Office (Word, Excel, PowerPoint) and QlikView
- **Cost Management**
 - Ability to manage project costs
 - Provide timely feedback on queries and problems
- **Interpersonal**
 - Ability to interact with and influence various stakeholders
 - Approachable demeanour
- **Communication**
 - Ability to communicate effectively with range of people
 - Ensure communication is clear and understood
 - Ability to compile documents and project reports
- **Conflict Management**
 - Ability to resolve conflict effectively
- **Change Management**
 - Ability to influence and manage change
- **Cost Estimating**
 - In depth understanding of estimating theories, processes, techniques and tools
- **Attention to detail**
 - Ability to manage large information and ensure accuracy and understanding
- **Project Management**
 - Understanding of project management principles, focus being on cost management

OTHER REQUIREMENTS

(Essential unless otherwise indicated)

- **Medically fit**
 - Meet required medical fitness standards
- **Driver's license**
 - Valid Code B 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**

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: 17 May 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

31/05/2024

