

BRMO JOB VACANCY



BLACK ROCK MINE OPERATIONS



MANAGER INFORMATION TECHNOLOGY



INTERNAL & EXTERNAL

PATERSON GRADING: D3
CLOSING DATE: 23 JULY 2024

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

MAIN TASK AND RESPONSIBILITY

Ensure a secure, stable and safe Information Technology environment to enable the sharing of data and communication between departments and external customers.

MINIMUM QUALIFICATIONS

Essential unless otherwise indicated)

- Certificate: Grade 12
- Bachelor of Commerce in Information Technology (Required) / Bachelor of Science in Information Technology (Alternative)
- Diploma in Information Technology / Information Management (Required).

EXPERIENCE AND REQUIREMENTS

Essential unless otherwise indicated)

- 7 - 8 Years' experience in Information Management and Information Technology processes in a mining / technical environment
- 3 Years' and more Management Experience

KNOWLEDGE AND SKILLS

Essential unless otherwise indicated)

- Computer literate (Microsoft Package)
- Expert knowledge of Office 365 and other cloud off the shelf services.
- System Skills: Electronic Document Management System, Enterprise Resource Planning, Human Resource Information Management Systems, Information Management Systems, Learning Management Systems & SHERQ Systems.
- Cloud support or migration to cloud experience.

KNOWLEDGE AND SKILLS (CONTINUES)

- Identify recurring problems and derive creative solutions involving team members. Recognise and reward team member efforts.
- Implement compliance requirements. Communicate compliance changes.
- Plan, direct and assess Quality Management within sub-function and recommend remedial actions where necessary to ensure adherence to TQM principles.
- Provide input into functional planning. Interpret functional plan and develop sub-functional plans.
- Ensure operational plan is implemented.
- Manage the efficient and effective utilisation of resources. Optimise systems and processes continuously to ensure production efficiency targets and operational plans are met.
- Optimise the core operational internal processes and internal supply chain and resolve operational conflicts.
- Manage the planning, installation and maintenance decision-making and expansion of network infrastructure.
- Develop, maintain and simulate/ test the disaster recovery plan for the business system environment.
- Continuously enhance and update current systems in the IT environment and introduce new technological developments by keeping abreast to changes within the Information technology discipline.
- Develop, implement and enforce IT policies and procedures to ensure physical and logical access control, data security and data integrity.
- Contribute to annual functional budget planning by providing input into operational, capex and labour budgets for sub-function. Submit to line management for approval.
- Implement and effectively manage the approved budget (operational, capex and labour) for the sub-function. Report variances as required and implement remedial action within span of control to minimise variances.

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**