

# KHUMANI VACANCY

## Officer Socio Economic Development 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 manage community-based projects to execute within time and cost standards and to reach the intended benefits for the community, whilst meeting legislative requirements and assisting the Superintendent Socio-Economic Development with relevant community development tasks and projects, which includes but not limited to:

- Community development
- Stakeholder relations
- Project management and evaluation
- Budget management and cost control
- Legislation compliance
- Office administration support
- SHERQ adherence and compliance in own area of work
- Work ethics

### QUALIFICATIONS

*(Essential unless otherwise indicated)*

- National diploma (NQF level 6) in Social Science / Development Economics or relevant equivalent professional qualification
- One year Certificate (NQF level 5) in Project Management
- B Degree / B Tech Degree (NQF level 7) in Social Science / Development Economics or relevant equivalent professional qualification *(Recommended)*

### EXPERIENCE

*(Essential unless otherwise indicated)*

- Minimum of three (3) years operational community development project program experience
- Minimum of one (1) year project management and project administration experience

**(Total of 3 years operational experience)**

### KNOWLEDGE, SKILLS & COMPETENCIES

- **Computer literacy**
  - Word (basic), Excel (intermediate), MS Projects (advanced)
- **Statutory knowledge**
  - Working knowledge of Municipal Act, BBBEE Act, Mining charter, Municipal financial management Act, Labour Acts
- **Project Management**
  - To manage and coordinate projects involving internal and external parties and stakeholders; Project coordination and planning; Budget and cost management within project
- **Budget Management**
  - Ability to manage the budget of the roll-out projects within communities; Cost analysis
- **Relationship building**
  - Ability to interact with internal and external stakeholders and maintain relationships
- **Communication**
  - Ability to communicate effectively across all levels (English, Afrikaans, Tswana)
  - Written communication skills (intermediate)
- **Functional**
  - Understanding of business and associated processes; National development plan; National and Provincial development strategies and plans; Social Labour plan (DMR); SED strategy and policy document; Political arena and climate; National planning committee and IDP; Understanding transformation framework; Understanding community needs and ARM priority areas
- **Knowledge of procedures, processes and policies**

### 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](mailto: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.

### **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

**Advert Published Date: 13 September 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.

**CLOSING DATE**

**27/09/2024**

