

KHUMANI VACANCY

Specialist Contracts

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 assist in ensuring efficient contract administration of delegated supplier contracts to reduce business risk and ensure supplier performance, which includes but not limited to:

- Tender administration
- General administration
- Contract administration
- Work Ethics
- SHERQ

QUALIFICATIONS

(Essential unless otherwise indicated)

- Grade 12
- 1-2 Year Certificate in Procurement or Purchasing Management

EXPERIENCE

(Essential unless otherwise indicated)

- Minimum of three (3) years operational procurement and contract administration experience
- Minimum of two (2) years operational experience in a Mining/ Construction / Engineering related environment
(Recommended)

KNOWLEDGE, SKILLS & COMPETENCIES

- **Computer literacy and systems knowledge**
 - MS Office Suite: MS Word – Intermediate user; MS Excel - Advanced user ; MS PowerPoint – Intermediate user
 - Procurement Database System (JD Edwards or equivalent) – Advanced user
- **Policies, procedures and processes**
 - Working knowledge of all related policies and procedures i.e. tender process, procurement policies, master contracts, etc.
- **Statutory knowledge**
 - Working knowledge of mine legal registry and legal policies
- **Administrative skills**
 - Ability to perform general administrative functions
- **Interpersonal skills**
 - Ability to interpret / gain understanding of scope of works and contracts to perform work effectively
- **Integrity**
- **Communication Skills**
 - Verbal and written

OTHER REQUIREMENTS

(Essential unless otherwise indicated)

- **Medically Fit**
- Meet required medical fitness standards
- **Valid Driver's Licence**
 - Code B/EB

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.

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: 18 February 2025

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

02/03/2025

