

# BRMO JOB VACANCY



**ASSMANG**  
MANGANESE

BLACK ROCK MINE OPERATIONS

**top**  
EMPLOYER

South Africa  
2025

FOR A BETTER WORLD OF WORK



## SPECIALIST HRD COMPLIANCE

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

### MAIN TASK AND RESPONSIBILITY

To develop, in consultation with all relevant stakeholders, the annual workplace skills plans, analyse the skills requirements of the business and coordinate the execution with regards to training needs analysis and workplace skills plan implementation.

### MINIMUM QUALIFICATIONS

*Essential unless otherwise indicated*

- Certificate: Grade 12 (Required)
- B Degree in Human Resource or Human Resource Development or Equivalent (Alternative)
- National Certificate ODEPTDP Level 5 (Required)
- Certificate: Supervisory Development/ ARM (Recommended)
- Certificate: Skills Development Facilitator (Required)

### EXPERIENCE AND REQUIREMENTS

*Essential unless otherwise indicated*

- Valid Driver's License Code B (Required)
- 3 years' experience in operational HRD and skills development in a mining environment
- 2 years' administrative and data capturing in mining environment, preferably in SDF

### KNOWLEDGE AND SKILLS

*Essential unless otherwise indicated*

- Computer literate (Microsoft Office).
- Learning Management System
- ERP System (SharePoint / ISO / Qlikview)
- Support and participate in sub-functional change management to drive transformation and optimisation. Drawing from own experience or vocational knowledge, identify and recommend initiatives aimed at eliminating waste, improved productivity and reduce operating costs within scope.



## INTERNAL & EXTERNAL

### KNOWLEDGE AND SKILLS (CONTINUES)

- Develop, implement, monitor and report of the Workplace Skills Plan (WSP).
- Serve as a resource concerning all aspects of skills development within BRMO.
- Confirm that the developed WSP complies with legislated and MQA requirements.
- Compile annual training report on the implementation of the previous year's WSP
- Implement compliance requirements. Communicate compliance changes.
- Provide input into sub-functional planning. Plan team activities.
- Ensure strategic alignment of HRD objectives with the mine's BBBEE and SLP
- Facilitate training compliance requirements on training regulating bodies' regulations, statutory and HRD requirements with regards to SLP, BBBEE scorecard, Mining Charter, WSP-ATR and QCTO.
- Develop WSP compliance plans / reporting templates and assist with SLP
- Facilitate Integration of internal processes with regulating bodies and ISO requirements and standards to the BRMO training programmes, training materials, policies and procedure.
- Identify, monitor and interpret any HRD risks related to training and implementation.
- Monitor, evaluate and advise on progress concerning BBBEE, SLP, WSP commitments / targets.
- Administrate and coordinate BBBEE evidence documentation concerning Skills Development.
- Coordinate and monitor audits to be conducted where applicable.
- Perform coordination and optimisation of Skills development, BBBEE/ SLP/ Mining Charter audit scoring.
- Ensure that qualified assessors are registered with the MQA
- Ensure that qualified moderators are registered with the MQA
- Ensure that the current assessors and moderators active status has not expired on the I-share system.

**PATERSON GRADING: C5**  
**CLOSING DATE: 14 February 2025**

### 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**