

Risk Officer

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 line management of assigned client group (i.e. Engineering, Mining, Finance, HR and Technical Services etc.) with updating, implementing and maintaining of SHERQ management systems and risk control measures to ensure not only compliance but also create SHERQ awareness, which includes but not limited to:

- SHERQ Management System
- Risk Assessment
- Reporting
- Customer services
- SHERQ adherence and compliance
- Work Ethics

QUALIFICATIONS

(Essential unless otherwise indicated)

- Grade 12
- Accredited Certificate in Business/Operational Risk Management
- Accredited Certificate in ISO Internal Auditing
- Accredited Certificate in Introduction to ISO 9001, 45001 & 14001 series of standards
- Safety and Risk certificate - SAMTRAC/COMSOC 1&2
- Supervisory/Management Certificate (NQF Level4) or equivalent *(Recommended)*
- Risk Management ISO 31000 certificate *(Recommended)*

OTHER REQUIREMENTS

(Essential unless otherwise indicated)

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

EXPERIENCE

(Essential unless otherwise indicated)

- Minimum of two (2) years operational SHERQ Administration in relevant ISO standards experience
- Minimum of one (1) year operational Risk Assessment experience in a mining environment
- Minimum of one (1) year operational Risk Management (first line) experience

KNOWLEDGE, SKILLS & COMPETENCIES

- **Functional knowledge**
 - Working knowledge of ISO 9001; 45001; 14001; OSHAS
- **Change management skills**
 - Ability to affect/influence change in respect of SHERQ related matters
- **Computer Literacy skills**
 - Intermediate user of MS office suite (Word, Excel, PowerPoint) and Isometrix
 - Basic user of Qlikview; SQL Database; Achiever
 - Intermediate user of Risk Management discipline (functional) specific software/tools
- **Statutory knowledge**
 - Working knowledge of MHSA
- **Knowledge of Policies and procedures**
 - Working knowledge of SHERQ related policies

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.

Advert Published Date: 23 May 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.

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