

## Transformation Officer

## ARM INTERNAL

## Paterson Grading C4

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 provide operational support in implementing transformation and compliance strategies. Support the Superintendent Transformation and Compliance in the execution of the statutory duties as set out in the EE Act and Khumani SLP compliance to promote organisational transformation. The role ensures accurate data management, reporting, and continuous monitoring to sustain transformation and compliance outcomes and projects, which includes but not limited to:

- Reporting and auditing
- Employment equity
- Statutory compliance
- Stakeholder engagement
- Statutory forums (ETDF, WIMA, Future Forum)
- Transformation projects (diversity and inclusion)
- SHERQ
- Work Ethics

### QUALIFICATIONS

*(Essential unless otherwise indicated)*

- Grade 12
- National diploma (NQF Level 6) in Human Resources
- B-Degree (NQF Level 7 ) in Human Resources *(Recommended)*

### EXPERIENCE

*(Essential unless otherwise indicated)*

- Minimum of three (3) years operational HR Generalist experience
- Minimum of two (2) years operational Transformation/ Employment Equity Experience

### OTHER REQUIREMENTS

*(Essential unless otherwise indicated)*

- **Medically fit** - Meet required medical fitness standards
- **Driver's license** - Valid Code 8 driver's license

### KNOWLEDGE, SKILLS & COMPETENCIES

- **Computer literacy**
  - Advanced Microsoft Excel (pivot tables, dashboards), PowerPoint, Word
  - Familiarity with compliance reporting tools
- **Legislative knowledge**
  - Strong understanding of South Africa's transformation landscape and knowledge of EE Act, BBBEE, LRA, MHSA
- **HR Systems and data analytics**
  - Reporting and data analysis skills and understanding of HRIS or similar for reporting and compliance tracking
- **Community and social development regulations**
  - Facilitation skills especially where Mining Chapter or Social Labour Plans apply
  - To interpret compliance and transformation data, scorecards and trends
- **Presentation and report writing**
  - Ability to present compliance findings and transformation progress to various stakeholders
- **Confidentiality**
  - Protecting sensitive employee and compliance information
  - Commitment to ethical conduct and confidentiality
- **Audit and risk management principles**
  - Ability to manage and understand compliance risks basic knowledge of how compliance audits are conducted, including evidenced gathering and risk logs
- **Attention to detail**
  - Organized, detail-oriented and deadline driven high accuracy in reporting and audits
- **Project coordination**
  - Exposure to coordinating transformation projects with multiple stakeholders
- **Numerical and analytical ability**
  - To interpret compliance and transformation data, scorecards and trends

### ACCREDITATION AND REGISTRATION

- South African Board of Personal Practitioners *(Recommended)*

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.

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.

**Advert Published Date: 03 October 2025**



### **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