

Officer Management Systems

ARM INTERNAL

Paterson Grading C1

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 ensure continual legal compliance on document control and process mapping, thereby assuring that the mine is not legally exposed with outdated management documentation and information, which includes but not limited to:

- System and database management
- Document control management
- Process mapping
- User support and coaching
- Quality control and system optimization
- System integration
- Quality management systems audits
- Office administration support
- SHERQ adherence
- Work ethics

QUALIFICATIONS

(Essential unless otherwise indicated)

- Grade 12
- ISO 9001 System Requirements Certificate – SHERQ (NQF Level 5)
- ISO 9001 Internal Auditing Certificate – SHERQ (NQF Level 5)
- ISO 45001 System Requirements Certificate – SHERQ (NQF Level 5) *(Recommended)*
- ISO 14001 System Requirements Certificate – SHERQ (NQF Level 5) *(Recommended)*
- Microsoft Office Visio Certificate – Systems *(Recommended)*
- Certificate or Diploma in Office Administration (NQF level 5) *(Recommended)*

EXPERIENCE

(Essential unless otherwise indicated)

- Minimum of one (1) year operational office administration experience in a mining environment
- Minimum of one (1) year operational management system / database experience
- Minimum of two (2) years operational document control and document editing experience
- Minimum of one (1) year internal auditing experience as a team member *(Recommended)*
- Minimum of one (1) year operational Microsoft Office Visio Process Mapping exposure *(Recommended)*

(Total of 3 years experience required)

KNOWLEDGE, SKILLS & COMPETENCIES

- **Computer literacy**
 - Advanced user of MS Office (Outlook Excel, Word, PowerPoint), MS Visio and relevant discipline specific programmes
- **Mining knowledge**
- **Document control**
- **Organizing and coordinating skills**
- **Communication and interpersonal skills**
- **Administrative support and time management**
- **Quality control and attention to detail**
- **Statutory knowledge and emotional intelligence**
- **Knowledge of databases**

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 KHrecruitparsons1@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: 14 November 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