

Supervisor Time and Attendance

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 ensure accurate and timely recording, monitoring, and reporting of employee attendance, leave and working hours in compliance with company policies, labour legislation and mining industry standards. The role supports operational efficiency, payroll accuracy, and statutory reporting requirements, which includes but not limited to:

- Time and attendance records
- Monitoring and controlling overtime
- Time and attendance supervision
- Absenteeism monitoring and reporting
- Systems maintenance and control
- Reporting
- SHERQ adherence
- Work ethics

QUALIFICATIONS

(Essential unless otherwise indicated)

- Grade 12
- National Diploma (NQF Level 6) / Certificate in HR / Payroll / Business administration
- National Diploma / Degree (NQ Level 7) *(Recommend)*

EXPERIENCE

(Essential unless otherwise indicated)

- Minimum of two (2) years operational HR and payroll administration experience
- Minimum of one (1) year operational time and attendance monitoring experience
- Minimum of two (2) years operational supervisory experience

KNOWLEDGE, SKILLS & COMPETENCIES

- **Computer literacy**
 - Intermediate user of MS Office (Word, Excel)
 - Database knowledge (Should be able to query database for ad-hoc reports)
 - Proficiency in Microsoft excel and database entry systems
- **Analytical skills**
 - Ability to perform required analyses and interpret data
- **Communication**
 - Verbal and written communication skills
- **Attention to detail**
 - Strong attention to detail
- **Legal Requirements**
 - Basic understanding of labour laws and HR policies
- **Planning**
 - Ability to plan own workload and resource requirements
- **System Knowledge**
 - HR structure, basic HR payroll skills, IT systems and IT knowledge, time and attendance knowledge
- **Supervisory / Management skills**
 - Diversity management
 - Auditing skills and report writing,
 - Communication, coordinating and assertiveness
 - Performance management
 - Mentorship
 - Budget, cost control and cost estimation
 - Contract management

OTHER REQUIREMENTS

(Essential unless otherwise indicated)

- **Medically fit** - Meet required medical fitness standards
- **Driver's license** - Valid Code C1 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.

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: 13 November 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