

BRMO JOB VACANCY

OFFICER CONTRACTOR MANAGEMENT SYSTEMS

INTERNAL / EXTERNAL

PATERSON GRADING: C1

CLOSING DATE: 31/03/2026

ASSMANG Pty Ltd is seeking a 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 own and develop within the company to apply for the position at our Black Rock Mine Operations, situated 80km North-West of Kuruman in the Northern Cape.

MAIN TASK AND RESPONSIBILITY

To train system users on the various systems available in the Contractor Management cycle, and to ensure reliable data integrity standards and reporting standards.

MINIMUM QUALIFICATIONS

Essential unless otherwise indicated)

- Grade 12 (Required)
- Certificate: SAMTRAC or COMSOC (Required)
- Valid Code B/EB Driver's License
- Qualification Condonement will apply to internal – NC Assmang employees

EXPERIENCE AND REQUIREMENTS

Essential unless otherwise indicated)

- Minimum of 5 years operational contractor system management experience.

KNOWLEDGE AND SKILLS

Essential unless otherwise indicated)

- Computer Literacy
- Intermediate to advanced user of MS Office (Word, Excel, PowerPoint)
- Communication
- Verbal and written communication across levels, both internal and external
- Accuracy and Precision
- Detail Conscious (Data Management)
- Preparing Reports
- Data capturing
- Ability to process information/data accurately
- System Skills: Oracle, Firefly, JDE, Passport 360, Q Med, Signify, DMS, QlickView, Passport 360 Super User

JOB RESPONSIBILITIES

Essential unless otherwise indicated)

- Act as a Super-user on the Contractor management system, i.e., Passport 360, conduct system administration and maintenance
- Coordinate service provider licenses on Passport 360; user licenses must be in place
- Provide training on Passport 360 users and Contractor's representatives, BRMO Project Leaders, and employees, including workflows are attended to in an allowable timeframe
- Ensure overall system health of Passport 360 as the primary Contractor management system, including Support calls logged VS completed
- Act as the first line of system support for stakeholders, including Oracle HR, Q Med, Firefly, JDE, and Signify
- Verify secondary systems integration functionality to Passport 360
- Assist in maintaining data integrity by applying user responsibilities within the contractor management system, availability and validity of data.
- Conduct data clean-ups as per instructions by the line Manager, accurately and timely capture of data
- Perform daily integrity checks on the Contractor management system in line with the capturing standards
- Ensure all data remains current and error-free to ensure accurate and timely reporting
- Coordinate system changes through testing and ensure data integrity before submission of reports.
- Conduct training on all systems based on Passport 360
- Share system information during Site meetings
- Provide system guidance/training during kick-off meetings
- Provide approved training for employees in group sessions as well as one-on-one training sessions when required
- Conduct training needs analysis in coordination with the Line manager
- Conduct assessments to determine learner competency
- This will include internal and external stakeholders
- Ensure adherence to SHERQ and Legal standards, and all Safety and health-related issues are reported
- Sick leave and other benefits are not exploited
- All work is done the first time correctly, and there is no replacement for quality and safety.

TERMS & CONDITIONS

Successful candidates will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996, and subjected to Security Assessment (incl. Criminal Record Clearance).

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. People living with disabilities are encouraged to apply.

Please be advised that short-listed candidates will be required to authenticate information provided in CV's.

- Late applications will not be entertained.
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted 21 days after the closing date, kindly accept your application as unsuccessful.
- Should you not be contacted 7 days after the interview (if you have been interviewed), kindly accept your interview as unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

Interested applicants are requested to submit their CV's together with SAPS certified copies of qualifications via our Career website: <https://assmang.ci.hr> . ONLY ONLINE APPLICATIONS WILL BE ACCEPTED.

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



BLACK ROCK MINE OPERATIONS

