

CAREER OPPORTUNITY

Nkomati Nickel Mine is primarily a nickel and chrome operation located in the Mpumalanga Province between Badplaas (eManzana) and Machadodorp (eNtokozweni), within the broader Waterval Boven (Emgwenya) region. Nkomati is owned by African Rainbow Minerals (ARM), a leading South African diversified mining and minerals company. ARM mines and beneficiates iron ore, manganese ore, chrome ore, platinum group metals (PGMs), nickel and coal and has a strategic investment in gold through Harmony Gold Mining Company (Harmony).

SKILLS DEVELOPMENT FACILITATOR

(C4 PATTERSON GRADING)

REFERENCE NUMBER: NK-SDF-C4-04/06/2026

Purpose of the Job:

To coordinate and monitor all training and skills development initiatives to ensure compliance with legislative, organisational, and mining sector requirements. To align training with operational needs and statutory obligations, including SLP, BBBEE, Mining Charter, MHSA, Employment Equity, and SETA frameworks. Manages learning programmes such as inductions, bursaries, internships, learnerships, graduate development, RPL, and oversees WSP and ATR submissions.

Location:

- Slaaihoek Farm, Waterval Boven, Mpumalanga

Job Requirements:

- National Diploma or Degree in Human Resources, Training & Development, Education, or related field;
- National Diploma: ODETDP (NQF Level 5)
- Accredited Skills Development Facilitator (SDF) qualification.
- Accredited Assessor or Moderator Certificate
- Minimum of 3–5 years' experience in Skills Development or Training Coordination within mining or heavy industry;
- Experience in WSP/ATR compilation and SETA submissions;
- Proven experience in managing Induction, bursaries, learnerships, internships, and graduate programmes;
- Experience in training compliance audits and reporting.
- Affiliated with SABPP
- Knowledge of Skills Development Act, Mining Charter requirements, BBBEE Skills Development Act, MHSA training requirements; SETA systems and reporting processes;
- Recognition of Prior Learning (RPL) principles.
- Computer literacy with proficiency in MS Office applications, particularly Excel and E- Learning programs.

Job Responsibilities:/

- Coordinating and implementing workplace skills development initiatives;
- Developing and managing the Workplace Skills Plan (WSP) and Annual Training Report (ATR);
- Aligning training interventions with SLP, BBBEE, Mining Charter, MHSA, and Employment Equity requirements;
- Identifying organisational skills gaps and coordinating training interventions;
- Preparing, coordinating, and participating in internal and external training and development audits;
- Ensuring accurate training records and audit readiness;
- Managing internal and external bursary programmes;
- Coordinating learnerships, internships, apprenticeships, and graduate development programmes;
- Developing and implementing Recognition of Prior Learning (RPL) frameworks, policies, and procedures;
- Liaising with SETAs, training providers, educational institutions, and internal stakeholders;
- Monitoring learner progress, programme effectiveness, and compliance reporting;
- Compiling monthly, quarterly, and statutory training reports.

Personal Attributes:

- Strong attention to detail;
- Analytical and problem-solving ability;
- Good stakeholder engagement and interpersonal skills;
- Ability to work under pressure and meet deadlines;
- High level of integrity and professionalism;
- Strong organisational and coordination skills.
- Strong planning, coordination, and administrative skills;
- Excellent report writing and communication skills;

Equity Statement:

Preference will be given to suitably qualified applicants in line with the employment equity plan and targets of the organisation.

POPIA Disclaimer

By sending your details to the email address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that ARM Nkomati Nickel Mine will keep the record of your personal information confidential.

Additional Information:

- To apply for this vacancy, please send your CV to the email address below before the closing date.

Email: Nkomati.Recruitment@nkomati.co.za

- No late applications will be considered or accepted.
- Correspondence will be limited to short-listed candidates only.
- If you do not hear from the Company within 21 days after the closing of the advert, please consider your application as unsuccessful.

- **Closing date:** 7 July 2026



www.arm.co.za



We Care, We Grow, We Excel