

CAREER OPPORTUNITY

NKOMATI
NICKEL MINE

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).

ASSET CARE CLERK (B4)

(B4 PATTERSON GRADING)

REFERENCE NUMBER: NK-ACC-B4-01/07/2026

Purpose of the Job:

To provide administrative, and systems support to the Asset Care function by maintaining accurate maintenance records, administering maintenance documentation, updating CMMS information and supporting maintenance planning processes to ensure effective asset management and maintenance execution.

Location:

- Slaaihoek Farm, Waterval Boven, Mpumalanga

Job Requirements:

- Grade 12 (Matric).
- Certificate in Office Administration, Business Administration or a related field will be advantageous.
- Minimum 3 years' Engineering planning administrative experience.
- Experience within a mining, engineering, maintenance or industrial environment.
- Exposure to CMMS systems such as SAP PM, Maximo, Pragma, OnKey, Ellipse or similar will be advantageous.
- Sound knowledge of maintenance administration, CMMS work order management, document control and record keeping processes.
- Proficiency in Microsoft Office applications, data capturing and report generation.
- Strong administrative, organisational and document management skills.

Job Responsibilities:

- Administering and maintaining maintenance information within the CMMS (SAP PM or similar).
- Creating, updating, processing and closing maintenance work orders.

- Maintaining accurate asset records, maintenance history and master data.
- Preparing and distributing maintenance work packs and documentation.
- Capturing labour, materials, contractor information and equipment downtime data.
- Controlling engineering documents, manuals, drawings and maintenance records.
- Compiling maintenance reports, KPI statistics and audit documentation.
- Assisting with procurement administration, purchase requisitions and supplier documentation.
- Providing administrative support for shutdowns, maintenance meetings and engineering activities.
- Ensuring maintenance records and documentation comply with company standards and audit requirements.

Technical and Behavioural Competencies

- The successful candidate should demonstrate:
- High attention to detail with a strong focus on accuracy and data integrity.
- Good numerical ability, problem-solving and time-management skills.
- Effective communication and interpersonal skills with the ability to work across multidisciplinary teams.
- Ability to work under pressure, prioritise tasks and meet deadlines.
- Demonstrated integrity, accountability, confidentiality and customer service orientation.

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:

- Interested candidates should apply via the TEBA recruitment system through WhatsApp +27 60 017 5980 by completing the required application and submitting:
- A comprehensive Curriculum Vitae (CV);
- Certified copies of qualifications; and
- A certified copy of the Identity Document
- Correspondence will be limited to short-listed candidates only.
- If you do not hear from the Company within 30 days after the closing of the advert, please consider your application as unsuccessful.

- Closing date: **18 August 2026**