

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).

TRAINING OFFICER INDUCTION (C3 PATTERSON GRADING)

REFERENCE NUMBER: NK-TOI-C3-01/07/2026

Purpose of the Job:

The successful candidate will be responsible for coordinating, facilitating, compiling, reviewing, and updating induction programmes for permanent employees and permanent contractors in accordance with legal requirements, company standards, and operational training requirements. The role will ensure that all employees and contractors are effectively inducted and compliant prior to accessing operational areas.

Location:

- Slaaihoek Farm, Waterval Boven, Mpumalanga

Job Requirements:

- Certificate of Grade 12 / Matric;
- Diploma or Degree in Human Resource Development, Education and Training or related qualification
- Certificate of ODETDP,
- Assessor or Moderator certificate will be advantageous
- Experience with learning management or HRD systems Strong facilitation and presentation skills;
- Minimum 3 years' experience in HRD induction facilitation, HRD administration, training coordination within a mining or heavy industrial environment;
- Knowledge of Skills Development Act, Mine Health and Safety Act requirements and HR governance.
- Computer literacy in MS Office applications;
- Good communication, presentation, and administrative skills.
- Valid Code B driver's license.

Job Responsibilities:

- Coordinating and facilitating induction programmes for employees and contractors;
- Compiling, reviewing, and updating induction material, presentations, assessments, and related training content;
- Ensuring all induction programmes comply with company standards and legislative requirements;
- Maintaining accurate induction records, attendance registers, databases, and audit documentation;
- Coordinating induction schedules with relevant departments and stakeholders;
- Supporting HRD audits, inspections, and compliance processes;
- Generating induction and compliance reports;
- Promoting safety awareness and organisational standards through effective induction facilitation;
- Continuously improving induction processes and training effectiveness.
- Supporting capital projects, technology improvements and concentrator optimisation strategies.

Technical and Behavioural Competencies

The successful candidate should demonstrate:

- Strong analytical, planning and organisational skills with a high attention to detail.
- Ability to interpret technical information, analyse maintenance trends and optimise work processes.
- Effective communication, stakeholder engagement and coordination skills across multidisciplinary teams..

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:
- Curriculum Vitae (CV), take pictures of their original or certified copies of qualifications, Identity Document and other documents and upload to the WhatsApp platform.
- No late applications will be considered or accepted..
- 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**