



HR Generalist

Build
Belong
Grow



Internal & External

APPLICATIONS WELCOME



Khumani Mine

Kathu, Northern Cape



Paterson

Grade

C2

Khumani Mine invites suitably qualified, motivated and dedicated individuals to join our team and make a meaningful contribution to our operation. This is an exiting opportunity to grow and develop within Assmang.



ABOUT THE ROLE

- To coordinate and control the recruitment process relevant to the site (Parsons, Bruce or King) that has been allocated and to coordinate and give assistance in respect of HR administration and HR queries related to employee on-boarding, employee movement, terminations, HR administration and updating of HRMIS to ensure effective service delivery and to act as a partner to the business.



KEY PERFORMANCE AREAS INCLUDE BUT NOT LIMIT TO:

- Recruitment and labour hire administration
- Staff movement control
- HR systems administration
- HR management information systems
- Document and record control
- Event coordination
- Customer services and support
- Reporting
- HR special projects
- SHERQ adherence and compliance in own area of work
- Work ethics



OTHER REQUIREMENTS

- **Medically fit** - Meet required medical fitness standards
- **Driver's license** - Valid Code B / EB driver's license



QUALIFICATIONS & EXPERIENCE

- Grade 12
 - National Diploma (NQF Level 6) in Human Resources Management
 - A minimum of two (2) years' operational HR Generalist experience in a HR environment
 - A minimum of three (3) years operational data capturing integrity control and HRIS experience
- (A total of 5 years' experience)



KNOWLEDGE, SKILLS & COMPETENCIES

- **Computer literacy**
 - MS Office Suite (Word, Excel, PowerPoint and Outlook);
 - HR Management Information system tools knowledge
- **Planning and coordinating skills**
- **Functional skills**
- **System knowledge**
- **Cooperation skills**
- **Communication skills**
- **Influencing skills**
- **Customer service**
- **Confidentiality**
- **Assertiveness skills**
- **Problem solving skills**



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.

Shortlisted candidates will be required to authenticate information provided

- Late applications will not be entertained.
- All qualifications are essential unless otherwise indicated
- 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.



Closing date:

14/10/2026



HOW TO APPLY:

Submit your CV, together with certified copies of qualifications, via our **Khumani E-recruitment Portal**

<https://khonbase-portal.assmang.co.za/e-recruitment/>

Or

 **E-mail** your CV to: KHrecruitparsons2@assmang.co.za

Fraud Alert

- Khumani mine subscribes to ethical recruitment processes and WILL 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.

Our Values



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