



ASSMANG

IRON ORE

KHUMANI MINE

Internal ARM vacancy

29 November 2018

ASSISTANT HR OFFICER & GENERALIST

QUALIFICATIONS & REQUIREMENTS

Qualifications

- Grade 12 (NQF Level 4) (Essential);
- 2 year Diploma in Human Resources Management (Recommended).

Experience

- Min of 2 (two) years operational Generalist HR experience with IR exposure (Essential);
- Min 1 (one) year operational Payroll / Finance and /or Customer care / Call centre experience (Recommended).

Knowledge, Skills & Competencies

- Statutory:
 - LRA, BCEA, EE and other Acts;
 - All Labour legislation and Mining Charter requirements;
 - CCMA rules and regulations.
- Problem solving:
 - Ability to solve problems.
- Inter-departmental and cross-functional:
 - Effective influencing and persuasion skills.
- Communication:
 - Ability to communicate efficiently across all levels (including report writing).
- Planning and organising:
 - Efficient planning and organising.
- Computer literacy:
 - MS Office (basic).
- Interpersonal:
 - Ability to work with people and maintain relationships.
- Policies and procedures:
 - HR and Administration / Payroll related policies;
 - Disciplinary and Grievance policies;
 - SHERQ policies;
 - Labour agreements.
- Language proficiency:
 - Speak, read and write in English (Afrikaans and Setswana as 2nd and 3rd Language will be an added advantage).

Other Requirements

- A Valid code B / EB driver's licence;
- Medically fit for duty.

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To facilitate a one-stop-shop HR service delivery at operations level by assisting line management and employees with all HR/ER related queries and administrative work in order to facilitate good HR / ER / Payroll service delivery to operations, which includes but not limited to:
 - HR / Payroll administration;
 - Recruitment assistance;
 - Talent Management and OD assistance;
 - HRMIS assistance;
 - EE assistance;
 - Payroll assistance;
 - IR / ER administration;

- Customer relations;
- SHERQ adherence and compliance in own area of work;
- Work Ethics.

Appointment: Remuneration will be based on a competitive all-inclusive flexible package.

Housing: The Company offers a highly subsidized plot in Kathu to encourage private home ownership, but the allocation thereof is subject to the rules of the Khumani Housing Policy.

The successful incumbent will be appointed subject to being certified medically fit as per the Mine Health and Safety Act 29/1996 and meeting the requirements of the Company's Code of Practice – Minimum standards of fitness to perform work at a Mine. He/she may also undergo a psychometric assessment.

The abovementioned position is B5 on the Patterson band grading system. The successful candidate that conforms to all said requirements and experience will be appointed on this grading. Should the successful candidate not conform with all said requirements and experience, but are nonetheless regarded as suitable for appointment to the position, he/she will be appointed on a lower more appropriate grading, until successful achievement of required competencies and skills.

Interested applicants are requested to submit their CV's, together with certified copies of qualifications to:

HR Administration Office, Assmang (Pty) Ltd Khumani Mine
Private Bag X503, Kathu, 8446 or
Fax to 086 -407-0666 for Attention HR Administration or
e-mail to applications@assmang.co.za

Your CV will not be processed if you do not indicate clearly on your application for which position you have applied.

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

Applications close on: 18 December 2018

NB: PLEASE ATTACH RELEVANT CERTIFICATES, QUALIFICATIONS, LICENSES, ETC TO YOUR APPLICATION

Please note that **NO** late applications will be entertained.

If you have not been contacted by the Company within 6 weeks after the closing date, please consider your application to be unsuccessful.

Correspondence will be limited to short listed candidates only.

Assmang Limited is an equal opportunity employer. Appointment of successful applicants in positions will be done in line with the Employment Equity plan of the mine.

Assmang Limited reserves the right not to make an appointment.