



05 December 2018

Assmang (Pty) Ltd Khumani Mine is one of the major Iron Ore producers in South Africa with a well-established overseas market. Khumani Mine is situated approximately 29 km from Kathu next to the N14 in the Southern Kalahari. Khumani Mine invites highly skilled, motivated and dedicated individuals who would like to be part of this exciting mine and who would like to make use of this unique opportunity to grow and develop within the company to apply for the following position:

PLANNER PROJECTS

PREFERENCE WILL BE GIVEN TO WIM (WOMEN IN MINING) APPLICANTS

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

QUALIFICATIONS & REQUIREMENTS

Qualifications

- Trade Test (any technical trade) (Essential)
 - **MQA preferred**
- Certificate: N3 Theoretical Engineering (Essential)
- Certificate: MS Projects or equivalent (Essential)
- Certificate (NQF Level 4): Project Management (Essential)
- Certificate (NQF Level 4): Supervisor / ARM equivalent (Recommended)

Experience

- Minimum of three (3) years operational Artisan experience (Essential)
- Minimum of two (2) years operational Project Scheduling / Planning experience (Essential)
(Total of 5 years' experience)

Knowledge, Skills & Competencies

- Computer Literacy
 - MS Projects (Advanced user)
 - JDE, MS Word and Excel, Qlickview (basic user)
- Time management
 - Ability to manage project timelines
 - Provide timely feedback on queries and problems
- Interpersonal
 - Ability to interact with and influence various stakeholders
 - Must be approachable
- Verbal communication
 - Ability to communicate effectively with range of people
 - Ensure communication is clear and understood
 - Multi-lingual (English as medium of communication)
- Conflict management
 - Ability to resolve conflict effectively
- Written communication
 - Ability to compile documents and project reports
- Change management
 - Ability to influence and change
- Project scheduling
 - In depth understanding of scheduling theories, processes, techniques and tools
- Attention to detail
 - Ability to manage information and ensure schedules are up to date

Other Requirements

- A Valid code 08 driver's licence
- Medically fit for duty

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- To plan, schedule and monitor the project activities / deliverables of projects in project department to assist Project Manager and other stakeholders to complete projects within schedule and budget, which includes but not limited to:
 - Customer service
 - Project Planning
 - Project Administration, Monitoring and Control
 - Staff supervision
 - SHERQ adherence and compliance
 - Work Ethics

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

Housing: The Company encourages 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 **C4** on the Paterson 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 is 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

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

Please make sure your curriculum vitae is in correct PDF or Word format – NO password protected / zipped or download material

Applications close on: **14 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 (Pty) Ltd Khumani Mine 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 (Pty) Ltd Khumani Mine reserves the right not to make an appointment.