



24 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:

## **FACILITATOR TRAINING**

**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

- Grade 12 (Essential)
- Train-the-Trainer Training Certificate or equivalent (NQF Level 5 – 10 Credits) (SETA accredited) (Essential)
- Assessor – Unit Standard 115753 (NQF Level 5 – 15 Credits) (Essential)

#### Experience

- Minimum of two (2) years operational Facilitation and assessment of training interventions experience (Essential)
- Minimum of six months operational Data capturing / Training administration experience (Essential)  
**(Total of 2 years' experience)**

#### Knowledge, Skills & Competencies

- Computer Literacy
  - MS Office Suite – intermediate user
  - Learning Management System (LMS) or equivalent – intermediate user
  - Computer Based Training (CBT) – basic user
- Facilitation
  - Ability to convey information (theoretical) to delegates / learners in an understandable manner
- Communication
  - Ability to communicate with learners
- Relationship building and interpersonal skills
  - Ability to build relationships with learners
- Time management
  - Ability to prioritise work effectively
- Assessment
  - Working knowledge of assessment protocols
- Administration
  - Ability to perform basic administrative duties effectively
- Training processes
  - Understanding of all training processes and conducting theoretical assessments
- Technical
  - Theoretical knowledge on technical aspects with regards to the training area of responsibility
- Legislation
  - Basic knowledge of all relevant legislation (MHSA, OSHAS, NEMA)
- Integrity
  - Unquestioned integrity and ability to deal with confidential matters

- Report writing
  - Basic report writing skills in order to report on a regular basis to the Senior Training Officer
- Language
  - Multilingual (English as the medium)
- Creativity & Innovation
  - Creates new and imaginative work related approaches to show a willingness to question traditional assumptions

#### Other Requirements

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

#### **KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:**

- To assist in the conducting and facilitation of learning and development interventions to all employees
- To ensure relevant data is accurately captured, using an electronic system to ensure that the data is readily available, which includes but not limited to:
  - Training and facilitation at operational sites
  - Training assessments
  - Training coordination
  - Training administration
  - Data capturing
  - 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 **C1** 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](mailto: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: **21 January 2019****

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

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

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**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.**

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**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.**