



16 March 2020

Assmang (Pty) Ltd Khumani Mine is one of the major Iron Ore producers in South Africa with a well-established overseas market. The 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:

CLERK RELIEVING

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)

Experience

- Minimum of six months operational driving experience (Essential)
- Minimum of six months operational Fork lift driving experience (Essential)
- Minimum of six months operational Truck mounted crane experience (Essential)
- Minimum of six months operational Store experience (Essential)

Knowledge, Skills & Competencies

- Computer Literacy
 - JDE (basic user)
- Equipment
 - Operating Hi-up crane, forklifts
- Policies and procedures
 - Working knowledge of related policies and procedures
- SHERQ
 - Working knowledge of all SHERQ policies applicable to own role
 - Mini risk assessments

Other Requirements

- **Preference will be given to candidates representative from Boichoko, Newtown, Postdene, Postmasburg, Beeshoek, Kathu, Dibeng, Kuruman, Olifantshoek & Dingleton areas**
- Medically fit for duty

KEY PERFORMANCE AREAS INCLUDE BUT ARE NOT LIMITED TO:

- Safe driving of truck and to relief as Receiver Clerk, Cycle Counter Clerk, Issuer and Material Handler Shift when required, which includes but not limited to:
 - Relief duties and assistance
 - Deliveries
 - Vehicle inspections
 - 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 encourages private home ownership, but the allocation thereof is subject to the rules of the iKhaya 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 **B3** 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: 26 March 2020

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.