

Career Opportunity

Internal & External Advert

Bokoni Platinum Mine is an ARM owned mining operation situated on the eastern limb of the Bushveld Complex. This operation is planned to produce circa 400,000 oz per annum. Its project plan includes the construction of new decline shafts with combined capacity of 240,000 tons per month, a new concentrator plant, tailings storage facility and associated surface and underground infrastructure.

Applications are invited from suitably qualified and experienced persons for the position of **Time & Attendance Clerk**. The position will be based at Bokoni Platinum Mine at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo.

Time & Attendance Clerk (B2)

Purpose of the Job:

To assist line management and all employees and sub-contractors by providing relevant information through various system-generated reports, granting access and to assist with resolving day-to-day access problems and capturing of input documentation on the Xtime Time and Attendance (TNA) System.

Job Requirements:

- Grade 12.
- Basic Computer literacy.
- Must be multi-lingual and fluent in English.
- Must have good communication skills, both verbal and written.
- 1 year Administration experience in a Time and Attendance environment.
- Previous experience in the use of a TNA system (Xtime or SACO) will be an advantage.
- Excel skills will be an advantage.

Job Responsibilities (will include the following but not be limited to:)

Attendance Registers (Gang Books):

- Printing of gang books and issuing these to the responsible person per gang at the start of each shift.
- Collecting gang books from the responsible person at the end of each shift and compiling exception report, identifying employees clocked but not at the workplace. Ensure that their status are correctly updated on the system.
- File daily attendance registers (gang books).

Overtime and standby:

- Capturing of pre-approved overtime and standby into Xtime to allow employees and contractors to clock.
- Issuing of clock histories to relevant supervisors for verification of overtime worked.

Parades:

- Capturing of parades as requested by line and HR.
- Clearing of parades as per parade clearance procedure.
- File daily parades once parade has been cleared.

Engagements & Terminations:

	<ul style="list-style-type: none"> Engagement of new employees and contractors on Xtime upon receipt of the appropriate route form, including but not limited to: <ul style="list-style-type: none"> capturing of personal data. ensuring employee is placed on the correct gang. capturing of medical, training, work permit, first aid and licence expiry dates as per training records. printing and issuing of clock card. Termination of all employees and contractors on Xtime as per the Termination procedure. <p>Clock cards:</p> <ul style="list-style-type: none"> Issuing of temporary badges if employee has left original at home – valid for one shift only. Replacement of lost card - employee to sign for payroll deduction at the end of the month. <p>Certificates/licences and Absences:</p> <ul style="list-style-type: none"> Capturing & filing of all planned absences, shift adjustments, late starter/early leaver and other input documentation as received from relevant HR & Line personnel. Updating expiry dates on all mine required certificates if and when received from Training & Medical Station to ensure that employees are not blocked from entering the mine. <p>Reports:</p> <ul style="list-style-type: none"> Draw shaft clearance report at the end of each shift and compare this to the lamp register. Mine Overseer on duty to sign this off together with T&A and lamp room staff before blasting can commence Generation of daily reports e.g. absentee, short shift, expected at work vs. actual attendance, turnstile checks and submission to relevant HR/line supervision for action. Printing of clocking histories on request from employees and line supervision.
Technical Work Responsibility	<ul style="list-style-type: none"> Report any abnormal activities/systems problems/failures to the supervisor or person on standby. Check communications book and follow up on outstanding issues/concerns from the previous shift. Ensure that any operational problem that is encountered is reported, even if outside immediate area of responsibility. Ensure that all safety and legal requirements are adhered to. Ad hoc requests within current job profile. Participate in required team and non-team related meetings on request. Explaining messages displayed on card readers to employees and sub-contractors whenever necessary, e.g. medical due to expire, licence expired, and access denied. Assisting plant employees with Xtime-related queries on night shift, weekends and public holidays.

- Gathering and updating of employees personal and demographic details on Xtime.
- To provide support to the TNA Supervisor and HR Systems Coordinator in fulfilling their roles.
- To work according to the standard operating procedures and to adhere to quality standards.
- To timeously report all system failure problems to the relevant supervisor.

Interested applicants are invited to submit their CVs by no later than 04 December 2023, to Email: Bokoni.Recruitment@bokoniplatinum.co.za with subject title Time & Attendance Clerk. – 28/11/2023 as reference. Please attach:

- Comprehensive updated CV
- Certified ID copies
- Certified copies of all qualifications

Equity Statement:	Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organisation.
POPIA Disclaimer	By sending your CV to the email address on this advertisement you agree to: <ul style="list-style-type: none">• The processing of your personal information and sharing it with third parties for verifications.• The exercising of your rights provided for by POPIA.• To acknowledge that Bokoni Platinum Mine will keep the record of your personal information confidential.