
Career Opportunity

Internal 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 **HRD Administrator**. The position will be based at Bokoni Platinum Mine at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo).

HRD Administrator (B5)

Purpose of the Job:

The HRD Administrator provide support to the HRD Officer (Systems) and the entire Human Resource Development functions by ensuring efficient HRD Administration processes. This role will assist with clerical and administrative duties at the Bokoni Platinum Mines HRD Department.

Job Requirements:

- Matric/Grade 12
- HR/D Qualification / Certificate relevant to role will be advantageous
- HR/D Administrative Systems
- Proficient in English and Northern Sotho
- Record keeping, minute taking and report writing skills
- Experience in a similar role will be advantageous
- Computer literacy (MS Office)
- Understanding and application of Health & Safety Principles

Job Responsibilities

(will include the following but not limited to):

- Handle employee queries on HRD reception and provide feedback
 - Register enrolled learners on the MQA Database (SIMS).
 - Capture all the skills programmes assessment on the MQA Database
 - Apply for certificates when learners complete a skills programme.
 - Communicate and manage HRD training schedule.(Taking and confirming of bookings)
 - Assist HRD officers/Trainers by printing and preparing learning materials and logistical support for the day-to-day running of the classes
 - Create purchase requisition on the system and follow up on Purchase Orders for the Departments and ensure that invoices are paid
 - Control and issue licences to certified operators upon completion of training and legal appointment.
 - Issue Statement of Results and Certificates to learners who completed the respective programmes
 - Liaise with HR personnel and respond to required HRD information/Stats on a regular basis
 - Responsible for updating a daily tracker sheet/system for employee arrival and exit at the training centre.
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	<ul style="list-style-type: none"> • Verify employee or learner information on SIMS • Assist the HRD Officer with data for daily, weekly and monthly reporting • Handle venue bookings and confirmations
Personal Attributes:	<ul style="list-style-type: none"> • General Office Administration • Data capturing • Positive attitude • Good communication skills. • Organised and attention to detail. • Interpersonal skills • Confidentiality
<p>Interested applicants are invited to submit their CVs by no later than 17 November 2023 Email: Bokoni.Recruitment@bokoniplatinum.co.za with subject title HRD Administrator.– 13/11/2023as reference.</p> <ul style="list-style-type: none"> • 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	<p>By sending your CV to the email address on this advertisement you agree to:</p> <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.