

## Career Opportunity

### Internal & External Advert

**Bokoni Platinum Mines** 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 Facilitator**. The position will be based at Bokoni Platinum Mines at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo.

### HRD FACILITATOR: MINING (TMM) (CL)

#### Purpose of the Job:

HRD Facilitator is responsible for facilitating the transfer of specific job knowledge and skills to the Leaners, assessing the competency of the learners against National standards & performing all related administrative duties associated with the job.

<b>Job Requirements:</b>	<ul style="list-style-type: none"> <li>• Grade 12.</li> <li>• Certificate of competency on TMM (Different Machines).</li> <li>• Must be qualified at NQF level 4 OD ETDP.</li> <li>• Experience in TMM operations.</li> </ul>
<b>Job Responsibilities</b> (will include the following but not be limited to:)	<ul style="list-style-type: none"> <li>• Consult with HRD Officer in the morning to determine &amp; plan the training interventions of identified training needs. Must be fully conversant with the relevant standard operating procedures and training needs.</li> <li>• Confirm training needs of employees to be trained &amp; what follow ups to focus on.</li> <li>• Train new employees in the classroom &amp; in the workplace with the collaboration of Line management &amp; MQA specific base e.g. how to; do Barring, operate machinery etc. explain &amp; shows e.g. function, operating procedures, workplace hazard &amp; associated risks pertaining to the job.</li> <li>• Conduct follow up visits to the workplace in order to establish candidates progress &amp; coaching needs. Must be able to perform the specific tasks trained. Skilled in practical instruction techniques, coaching skills, risk assessment &amp; legal requirements of the Health &amp; Safety Act. Nov. 96.</li> <li>• Conducts follow up training on A – C band employees in the various sections &amp; areas as decided upon. Completes prescribed follow up reports, have signed by the Line management concerned &amp; reports to his HRD Officer.</li> <li>• Facilitates Initial, Refresher &amp; DMR Retraining training course (e.g. Health &amp; Safety, Competent B, TMM Operation etc.) for what he has received training &amp; on instruction of his/her HRD Officer and in collaboration with the HRD Coordinator or HRD Manager. Must be fully conversant with course contents and practical instruction techniques.</li> <li>• Training employees in the classroom, simulation facility &amp; in the workplace in accordance with specified National Unit Standards. Must be conversant with the National Qualifications Framework's (NQF) principles &amp; SAQA Unit Standards.</li> </ul>

	<ul style="list-style-type: none"> <li>• Complete &amp; submits the prescribed Training/Assessment reports to his/her HRD Officer within deadlines.</li> <li>• Plans assessments activities &amp; prepare candidates &amp; assessment reports to his/her HRD Officer within deadlines.</li> <li>• Plans assessments activities &amp; prepare candidates &amp; assessment tools required to perform assessment in accordance with Assessment policy.</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Verbal communication skills.</li> <li>• Written comprehension.</li> <li>• Listening skills.</li> <li>• Numerical interpretation skills.</li> <li>• Solution and problem solving skills.</li> <li>• Interpersonal skills.</li> <li>• Attention to details.</li> <li>• Mechanical and technical skills.</li> <li>• Spatial reasoning skills.</li> <li>• Visual thinking</li> </ul>

**Interested applicants are invited to apply on our B-Connect WhatsApp System at 087 250 2184 and follow the prompts by no later than later than 06 February 2024. Please attach:**

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

<b>Equity Statement:</b>	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.
<b>POPIA Disclaimer</b>	<p><b>By sending your CV to the email address on this advertisement you agree to:</b></p> <ul style="list-style-type: none"> <li>• The processing of your personal information and sharing it with third parties for verifications.</li> <li>• The exercising of your rights provided for by POPIA.</li> <li>• To acknowledge that Bokoni Platinum Mine will keep the record of your personal information confidential.</li> </ul>