
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 **Senior HR Officer: Employee Relations**. The position will be based at Bokoni Platinum Mine at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo).

Senior HR Officer: Employee Relations (CU)

Purpose of the Job:

To handle first line ER related problems and the administration of the Contractor Management process.

Job Requirements:

- Degree/National Diploma in Industrial Relations (NQF Level 6)
- Sound knowledge of labour and industrial relations legislation and collective bargaining processes and conventions
- At least five years' experience in the employee relations and/or labour relations environment and/or working in the unions and associations structures.
- Relevant experience on a mine will be a distinctive advantage.
- Computer literacy (ability to use MS Office programmes)
- Ability to communicate well (verbally and in written form) in English.
- Ability to speak African languages will be an advantage.
- Valid code 8 drivers' licence

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

- Build and sustain a sound relationship with unions at shaft & mine levels.
 - Foster a sound relationship between employees and their respective supervisors.
 - Employee Relations related consultations and advice to line management.
 - Arranging the release of unions representatives to attend various Company and union business activities.
 - Assisting the ER Coordinator in ensuring the implementation of collective agreements between the Company and unions.
 - Arranging, Schedule and Coordinating of Partnership meetings and meetings on issues relating to the Shafts and Plant.
 - Taking minutes at Partnership Form meetings as required.
 - Communication of Mine strategies, policies, procedures and collective agreements.
 - Ensure compliance of legislation, policies and procedures by all the employees including contractors' employees where applicable.
 - Initiate, coordinate, administration and management disciplinary hearings in respective area of responsibility as required.
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	<ul style="list-style-type: none"> • Take minutes of proceedings during the disciplinary hearings and ER related meetings. • Capture and file all disciplinary and grievance cases on weekly report. • Compile a monthly report of disciplinary and grievance. • Ensuring that appropriate disciplinary action is taken against the transgressors with conjunction with the relevant supervisors. • Coordination and management of the grievances submitted. • Administration and management of long-term illness and medical incapacity cases • Handle daily absentees in conjunction with the relevant HR personnel. • Special duties as may be required during strikes, work stoppages and community action. • Assist with the preparation of CCMA cases.
Personal Attributes:	<ul style="list-style-type: none"> • Strong communication • Problem-solving skills • Interpersonal skills • Attention to details. • Creative and can multitask. • Assertive and goal orientated. • Organised • Punctuality and honest
<p>Interested applicants are invited to submit their CVs by no later than 29 November 2023 Email: Bokoni.Recruitment@bokoniplatinum.co.za with subject title Senior HR Officer: Employee Relations.– 23/11/2023as 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.