

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

Senior Housing Officer (CU)

Purpose of the Job:

To coordinate and direct general administration of housing and accommodation activities.

Job Requirements:	<ul style="list-style-type: none"> • Grade 12. • Relevant diploma/degree in HR. • 3-5 years relevant experience in housing management. • Knowledge of safety regulations and a commitment to maintain a safe working environment. • Understanding and application of Health and Safety Principles. • Valid driving license.
Job Responsibilities (will include the following but not be limited to:)	<p>Atokia Housing and Single Quarters administration</p> <ul style="list-style-type: none"> • Coordinate Atokia Housing allocation meeting and enable Housing Committee with relevant data for allocations. • Manage application process and provide feedback to applicants. • Ensure correct allocation of houses according to the BPM Housing policy. • Manage grievance and complaints from tenants and report it to the Housing Committee. • Maintain Atokia Housing database and on a monthly basis provide required information to Payroll. • Draft Proof of Residence if and when required. <p>Rental Administration</p> <ul style="list-style-type: none"> • Establish and maintain relationships with rental Agencies. • Administer lease agreements and other documentation. • Manage termination processes and ensure required documentation is provided to relevant stakeholders. • Maintain rental database and on a monthly basis provide required information to Payroll. • Draft Proof of Residence if and when required. • Ensure invoices are paid on a monthly basis. <p>Relocation Management</p> <ul style="list-style-type: none"> • Manage relocation process of new joiners. • Provide BPM housing list to new joiners and create purchase requisitions.

	Transportation <ul style="list-style-type: none"> • Manage transport application of employees from Polokwane to the mine. • Health and Safety Management • Participate actively in the health & safety programme. • Ensure that the correct PPE is used where required. • Ensure housekeeping & cleanliness in all areas. • Report all incidents or accidents.
Personal Attributes:	<ul style="list-style-type: none"> • Verbal communication skills. • Written comprehension. • Listening skills. • Numerical interpretation skills. • Solution and problem solving skills. • Interpersonal skills. • Attention to details. • Mechanical and technical skills. • Spatial reasoning skills. • Visual thinking

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 29 January 2024. 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	<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.