

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

### HR Coordinator (DL)

#### Purpose of the Job:

To provide a service to line management and the HR department in the management of recruitment and labour control.

<b>Job Requirements:</b>	<ul style="list-style-type: none"> <li>• Grade 12 or equivalent.</li> <li>• Relevant HR Degree (NQF level 7).</li> <li>• Sound knowledge of Employee equity Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act.</li> <li>• Have at least 5 year experience in HR mining environment.</li> <li>• Solid experience in Manpower Planning, Recruitment &amp; Selection, Absenteeism Management, Leave Planning &amp; Management, Employee Movements, Industrial Relations, Change Management, Time &amp; Attendance, Management Reporting &amp; Diversity, Equity &amp; Inclusion.</li> <li>• Computer literate.</li> <li>• Ability to communicate, motivate and build relationships at all levels of the organization.</li> </ul>
<b>Job Responsibilities (will include the following but not be limited to:)</b>	<ul style="list-style-type: none"> <li>• Manage all labour budgets and organograms for all Bokoni departments on a monthly basis and ensure alignment between all systems.</li> <li>• Manage the recruitment process for all Bokoni employees.</li> <li>• Ensure that pension fund and medical aid queries for all Bokoni are correctly dealt with.</li> <li>• Management of transfers, promotions, demotions and termination (including death of an employee) administration.</li> <li>• Administration of long service awards.</li> <li>• Ensure that all labour movement is corrected timeously on the system to ensure that the CONOPS and bonus reports are correct for payment purposes.</li> <li>• Ensure that all communication such as Staff Briefs are placed on all Notice boards.</li> <li>• Develop and manage induction processes for all employees.</li> <li>• Responsible for coordinating the entire HR function on a shaft and plant.</li> <li>• Ensure compliance with the relevant Acts and the Mining Charter.</li> <li>• Submitting of daily, weekly and monthly reports as required.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure manpower planning as per the approved labour budget.</li> <li>• Oversee the daily tasks of the HR Services department.</li> <li>• Drafting and implementing of own department's Policies and Procedures.</li> <li>• Ensure that all relevant HR Policies and Procedures are complied with.</li> <li>• Deliver a service to Mining, Engineering, Metallurgy, Admin, SHEQ and MRM departments.</li> <li>• Ensure that all AWOPS are timeously processed on the system to ensure that the bonus report is correct for payment purpose.</li> <li>• Management of annual leave planning.</li> <li>• Management of sick leave abusers and ensure that employees are disciplined where necessary.</li> <li>• Management of absenteeism and ensure that employees are disciplined where necessary.</li> <li>• Management of the preparation and distribution of daily non availability report to line management for action if required.</li> <li>• Identify employees that are possible incapacitations and refer to IR if appropriate.</li> <li>• Management of leave administration on the system.</li> <li>• Monitoring of red tickets and training for all Bokoni employees.</li> <li>• Any other HR related functions.</li> </ul>
<b>Personal Attributes:</b>	<ul style="list-style-type: none"> <li>• Planning and organizing skills.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to work under pressure.</li> <li>• Ability to work independently.</li> <li>• People management skills at all levels.</li> <li>• Team player.</li> <li>• Problem solving.</li> <li>• Results orientated.</li> <li>• Creativity.</li> </ul>

**Interested applicants are invited to apply on our B-Connect WhatsApp System at 087 250 2184 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

<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.
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**POPIA Disclaimer**

**By sending your CV to the email address on this advertisement you agree to:**

- 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.