

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

Senior HRD Officer: Systems (C5)

Purpose of the Job:

The Senior HRD Officer Systems will be responsible for the establishment and maintenance of the HRD Systems to support all technical skills training activities and the reporting thereof. The role of the HRD Officer Systems support the HRD Coordinator with the purpose of ensuring the effectiveness of Training and Development process for Bokoni Platinum Mines.

Job Requirements:	<ul style="list-style-type: none"> • Matric/ Grade 12. • Relevant ETD/ HRD Qualification to the role – NQF Level 6. • ISO 9001: 2015 (QMS) certification (added advantage). • Minimum 3 Years experience in a similar role within the Mining Industry. • Knowledge of the Learner Management Systems (LMS) is essential. • Advanced Microsoft Office Skills.
Job Responsibilities (will include the following but not limited to):	<ul style="list-style-type: none"> • Effectively establish HRD Systems that support training and development. • Effectively report on training programmes conducted as may be required (Weekly, Monthly reporting, etc). • Effectively evaluate HRD Systems and provide recommendations for improvement. • Assess staff performance, give constructive feedback, coach and schedule training when required. • Supervise and coach subordinates. • Ensure that the training facilities are conducive to training and development. • A key role player for the maintenance of ISO 9001:2015 accreditation requirements and compliance. • Responsible for management of all HRD Governance documents. • Role player in the creation of HRD Systems templates on all Learning Platforms. • Create and updates LMS related inventories. • Coordinate/Manage all CBT or E-Learning programmes. • Implement changes and updates to the training material in liaison with the Subject Matter Expert (Engineering, Process and Mining). • Administer and coordinate the SETA Accreditation process. • Evaluation of all internal training programmes (Process & Systems point of view). • Use or manage HRD Systems generated data to compile the required reports or dashboards.

	<ul style="list-style-type: none">• Address any LMS deviations with the relevant parties.• Maintain good housekeeping in area of responsibility.• Ensure Care and Maintenance of LMS Equipment.• Ensure that all record keeping systems are reliable and up to date.
Personal Attributes:	<ul style="list-style-type: none">• Excellent communication and Interpersonal skills• Problem solving.• Ability to work under pressure.• Ability to work independently.• Attention to detail.• Organised• Forward thinking

Interested applicants are invited to submit their CVs by no later than 3 November 2023 Email: Bokoni.Recruitment@bokoniplatinum.co.za with subject title HRD SYS–26/10/2023 as reference.

- 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.