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

Senior HR Officer (CU)

Purpose of the Job:

Responsible for all HR Generalist functions in respective areas of responsibility.

Job Requirements:

- Matric/Grade 12
- National Diploma in HRM (NQF level 6).
- Minimum of 3-5 years' experience in the mining environment.

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

- Ensuring that labour in service is in line with budget.
 - Ensuring that recruitment procedure is followed to fill vacant positions.
 - Advising line, employees & stakeholders on HR Policies & Procedures.
 - Providing service to all employees & stakeholders.
 - Responsible for the recruitment of all positions.
 - Responsible for compliance of recruitment & engagement policies & procedures of the company.
 - Maintaining & ensuring that HR systems are aligned.
 - Ensuring that all labour movements are processed timeously on HR systems.
 - Ensuring that labour is allocated accordingly to ensure the bonus report is correctly paid.
 - Ensuring that scheduling of all e.g. medical examinations, induction for all employees.
 - Dealing with all employees queries & as and when escalated by subordinates.
 - Ensuring that employees information is filed in employee files.
 - Ad hoc duties.
 - Conduct daily, weekly & monthly audits to ensure compliance.
 - Responsible for the development of subordinates in the specified working areas.
 - Coaching of subordinates.
 - Providing guidance & direction to subordinates and;
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	<ul style="list-style-type: none"> • Build sound relationships with all stakeholders.
Personal Attributes:	<ul style="list-style-type: none"> • Planning and organizing skills • Excellent written and verbal communication • Interpersonal skills • Ability to work under pressure • Ability to work independently • Team player • Problem solving • Results orientated • Creativity • Attention to detail • Organised • confidentiality

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

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.