

HR CLERK: T&A
GRADE: B2

INTERNAL/EXTERNAL
CLOSING DATE: 30/06/2021

REPORTS TO:
HR OFFICER: T&A



PURPOSE OF THE JOB

To assist line management and all employees by providing relevant information through various system generated reports, granting access and to assist with resolving day-to-day access problems and capturing of input documentation on the SACO Time and Attendance System. To provide support to the Time and Attendance Supervisor & Officer in fulfilling their roles. To work within defined procedures and to adhere to quality standards. To work within defined procedures and to adhere to quality standards. To timeously report all system failure problems to the relevant supervisor.

MINIMUM QUALIFICATIONS

- Grade 12

MINIMUM EXPERIENCE

- 1 year Administration experience in a Time and Attendance environment
- Previous experience in Time and Attendance & SACO will be an advantage.

COMPETENCIES & REQUIREMENTS

- Basic Computer literacy
- Must be multi-lingual

JOB RESPONSIBILITIES

- Report any abnormal activities/systems problems/failures to the supervisor or person on standby.
- Ensure that any operational problem that is encountered is reported, even if outside immediate area of responsibility

- Printing/Collecting of gang books from the responsible person at the end of each shift and compile exception report, identifying employees clocked but not at the workplace. Ensure that their status are correctly updated on the system
- Capturing of parades as requested by line and HR
- Clearing of parades as per parade clearance procedure
- File daily parades once parade has been cleared
- Capturing, clearing and communicating the message of bulk parades to employees
- Engagement of new employees and contractors including but not limited to
 - capturing of personal data,
 - ensuring employee is placed on the correct gang, capturing of medical, training, work permit, first aid and licence refresher dates as per training records
 - printing and issuing of clock card
- Issuing of temporary badges if employee has left original at home - valid for one shift only
- Termination of all employees and contractors as per the Termination procedure
 - Draw shaft clearance report at the end of each shift and compare this to the lamp register. Mine Overseer on duty to sign this off together with T&A and lamp room staff before blasting can commence
- Printing of daily reports e.g. absentee, short shift, expected at work vs. actual attendance, turnstile checks and submit to relevant HR / line supervision for action
- Ensure that all safety and legal requirements are adhered to
- Ad hoc requests within current job profile

TERMS & CONDITIONS

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996. Applicants must be prepared to undergo certain job-related assessments, if required as part of the selection process.

Credit, criminal and reference checks may be done by the Mine if deemed necessary.

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to:

recruitmentMD@trp.co.za

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

POPIA Disclaimer:

By sending your CV to the e-mail 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 TRP will keep the record of your personal information confidential.