



Human Resources Assistant Generalist – C3

Applications are invited from suitably qualified and experienced persons for the position of Human Resources Assistant Generalist at Modikwa Platinum Mine, situated in the Eastern Bushveld near Burgersfort. The incumbent will report to the Human Resources Officer.

REQUIREMENTS

- Grade 12 or equivalent NQF level 4 qualification.
- Relevant Human Resources National Diploma or studying towards it.
- Preferably two years relevant HR experience of which one year should be in the Mining environment.
- Ability to communicate, motivate and build relationships at all levels in the organization.
- Sound Knowledge of the LRA and BCEA, EEA and SDA.
- Computer literacy for the role.
- SAP Experience will be to the applicant's advantage.
- Valid Certificate of Fitness (Red Ticket).

DUTIES AND RESPONSIBILITIES

- Ensuring of good employee relations.
- Communicating all HR/ER policies and procedures.
- Performing Administrative functions.
- Recruitment and selection in area of responsibility.
- Preparing, reporting HR / ER statistics.
- Manage labour in Area of responsibility.
- Ensure Legal Compliance.
- Industrial Relations Management.
- Absence investigation.
- Minutes of meeting and Record keeping
- SHE compliance

PACKAGE

The package will be in accordance with the Modikwa package schedules.

APPLICATIONS

Applications to be made to Cecilia Maphanga (Email: cecilia.maphanga@angloamerican.com).

CLOSING DATE

The closing date for all applications is **07 October 2021**.

Please note that proof of educational qualifications (certified copies) should be attached to the application.

EQUITY STATEMENT

Preference will be given to suitably qualified applicants from designated groups in line with the Employment Equity Plan and targets of the organisation. **First preference will be given to women.**

POPIA DISCLAIMER:

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information for recruitment purposes and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that Modikwa will keep the record of your personal information confidential and for the specific purpose it was submitted.

Please Note: In the event that you fail to provide personal data relevant to application process or specific position you applied for, we may not be able to consider and process your application further.