

**HR OFFICER: ABSENTEEISM
MANAGEMENT
GRADE: CL**

**INTERNAL/EXTERNAL
CLOSING DATE: 23/06/2022**

**REPORTS TO:
COORDINATOR: ER**

PURPOSE OF THE JOB

- To provide a service to Line Management and the HR Department in the management of absenteeism.

MINIMUM QUALIFICATIONS

- Relevant Degree/National Diploma in Human Resources (NQF Level 6)

MINIMUM EXPERIENCE

- Minimum 2 years' experience in Absenteeism management in the mining environment;

COMPETENCIES & REQUIREMENTS

- Good communication skills in English;
- Computer literacy, advanced Excel
- Experience and Proficient in English;

JOB RESPONSIBILITIES

- Management and monitoring of daily attendance;
- Compile daily and weekly reports on unacceptable attendance;
- Be the complainant in formal disciplinary processes for unacceptable attendance cases;
- Analyse statistical information on unacceptable attendance to compile reports on trends as well as action plans, systems and programmes to address these issues proactively;
- Management and monitoring of long-term illness employees;
- Arranging and organising transport for ad-hoc trips as required;
- Completing and submitting of Disability Income benefits claim forms to the Insurance company;
- Filing of ER related documents in employees' personal files;
- Training and coaching of line management on the management of unacceptable attendance;
- Coordinate, administration and management of disciplinary hearings and grievances

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.

