

**HR OFFICER: B&A
GRADE: CL**

**INTERNAL/ EXTERNAL
CLOSING DATE: 20/03/2024**

**REPORTS TO:
HR Admin & Housing Manager**

PURPOSE OF THE JOB

- Responsible for the administration and implementation of employee benefits and provide administrative support to the Human Resource Department.

MINIMUM QUALIFICATIONS

- Grade 12
- National Diploma in HRM (NQF 6)

MINIMUM EXPERIENCE

- Minimum of 3 years' experience in Human Resources;
- VIP/SAGE or any other HR related systems experience.

COMPETENCIES & REQUIREMENTS

- Computer literacy;
- Excellent verbal and written communication in English & Sepedi
- Interpersonal and influencing skills;
- Client orientation;
- Ability to liaise with people at all levels;
- Networking skills;
- Report writing skills;
- Strong work ethic;
- Ability to work under pressure.

JOB RESPONSIBILITIES

- Administration of the medical aid scheme;
- Compilation and submission of all Pension Fund, Dread Decease, GPA, Funeral and death benefit claims;
- Investigation and compilation of death resolutions for approval by the Trustees;
- Respond and resolve all claim related queries;
- Liaison between TRP and benefit service providers;
- Administration of the Retirement Policy;
- General liaison with Fund Representatives for annual presentations and individual retirement consultations;
- Administration of the monthly long service award payments;
- Coordination of the annual Long Service Award Functions;
- Capture and maintain employee personal information on VIP/SAGE upon engagement;
- Maintain Job Management module on VIP/SAGE;
- Engagement of new recruits on VIP/SAGE as well as the capturing of all employee movements;
- Compilation of dummy payslips;
- Coordination of furniture removals with Procurement, Housing Department & Service Providers;
- Order stationary and stores consumables through DELTA/ Coupa;
- Assist with the loading of orders for Job Evaluation, Recruitment, Assessments, etc. when requested.

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: recruitmentND@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.

