

BRMO JOB VACANCY



ASSMANG
MANGANESE

BLACK ROCK MINE OPERATIONS

top
EMPLOYER

SOUTH
AFRICA
2024

CERTIFIED EXCELLENCE IN EMPLOYEE CONDITIONS



SUPERINTENDENT RESOURCING AND LABOUR MANAGEMENT



INTERNAL & EXTERNAL

PATERSON GRADING: D1
CLOSING DATE: 18 JUNE 2024

ASSMANG Pty Ltd requires the services of a **Superintendent Resourcing and Labour Management** at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

MAIN TASK AND RESPONSIBILITY

To manage the labour planning, manpower planning and labour sourcing.

MINIMUM QUALIFICATIONS

Essential unless otherwise indicated

- Certificate: Grade 12 (Required)
- Bachelor of Commerce in Human Resource Management (Required)
- Bachelor of Technology Human Resources Management (Alternative)
- Higher Certificate in Supervisory Management (Required)
- Code B; Motor vehicle license

EXPERIENCE AND REQUIREMENTS

Essential unless otherwise indicated

- 3-5 Years' Managing Resources, Labour & Employee Relations
- 2- 3 Years Supervisory experience

KNOWLEDGE AND SKILLS

Essential unless otherwise indicated

- Computer Literate (Microsoft Office)
- Identify recurring problems and derive creative solutions involving team members. Recognise and reward team member efforts.
- Implement compliance requirements. Communicate compliance changes.
- Plan, direct and assess Quality Management within sub-function and recommend remedial actions where necessary to ensure adherence to TQM principles.
- Provide input into functional planning. Interpret functional plan and develop sub-functional plans.
- Provide input into the compilation of the Labour Plan and ensure achievement of appropriate targets.
- Manage the efficient and effective utilisation of resources
- Optimise systems and processes continuously to ensure production efficiency targets and operational plans are met.

KNOWLEDGE AND SKILLS (Continues)

- Interpret the approved operational plans. Determine how resources and processes must be utilised / applied to achieve the objectives. Mobilise resources to ensure achievement of production targets and objectives.
- Monitor and ensure compliance to the efficient and effective utilisation of resources.
- Optimise systems and processes continuously to ensure production efficiency targets and operational plans are met within the function.
- Ensure that all categories of labour management are properly implemented to ensure efficient and effective utilisation of resources.
- Read, interpret and pre-empt any possible signs of labour unavailability and report to line management.
- Attend management production meetings and conduct ready line inspections to ensure labour availability or early detection of deviation and trend analysis on non-availability.
- Analyse daily time and attendance exception reports to ensure more effective and efficient labour availability.
- Monitor and manage the labour movement control in order to ensure availability and integrity of HR Management Information Systems.
- Ensure staff transfer control protection, i.e. no movement before necessary documentation have been completed and approved.
- Minimise the visit of employees directly to the specialised services.
- Participate and give assistance to ensure productivity improvement.
- Provide input into workforce planning and implement approved labour plans to ensure site specific operation is suitably staffed to meet sub-functional objectives and coordinate operational recruitment and selection process of the site.
- Manage input in support of the recruitment process and team.
- Monitor the recruitment requirements in the context of the operational business plan, employee movements and Employment Equity targets.

TERMS & CONDITIONS

- The candidate will be appointed on the condition of being certified medically fit as per Mine Health and Safety Act 29/1996.
- **Remuneration** will be based on a competitive all-inclusive flexible package.
- **Employment Equity targets** will be considered when appointing potential candidates.
- **People living with disabilities** are encouraged to apply.

Interested applicants are requested to submit their CV's with certified copies of qualifications.

- Apply via our Career website only:
<https://assmang.ci.hr>

- Please be advised that short listed candidates will be required to authenticate information provided in CV's.
- Late applications will not be accepted
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted within 21 days after the closing date, please consider your application to be unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

POPIA DISCLAIMER:

By submitting your application, you agree:

- To the processing of your personal information and sharing it with third parties for verifications.
- To you exercising of your rights provided for by POPIA.
- To BRMO keeping your personal information confidential.

⚠️ FRAUD ALERT:

Black Rock Mine Operations subscribes to ethical recruitment processes:

- **Black Rock Mine Operations will never ask for money in exchange of any application, medical assessment, and interview or to be appointed.**
- **Black Rock Mine Operations will never display personal contact details or cell phone number of individual recruiters on the advert as a form of communication or job application**