

BRMO JOB VACANCY



BLACK ROCK MINE OPERATIONS



OFFICER RECRUITMENT



INTERNAL & EXTERNAL

PATERSON GRADING: C3
CLOSING DATE: 04 August 2024

ASSMANG Pty Ltd requires the services of an **Officer Recruitment** at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

MAIN TASK AND RESPONSIBILITY

Providing support in the various human resource functions, which include recruitment, staffing, training and development, performance monitoring.

MINIMUM QUALIFICATIONS

Essential unless otherwise indicated)

- Certificate: Grade 12.
- Diploma: Human Resources Management (NQF Level 6) (Required).

EXPERIENCE AND REQUIREMENTS

Essential unless otherwise indicated)

- 3 Years' experience in Recruitment administration.
- 2 Years' HR Generalist experience (included in overall experience).

KNOWLEDGE AND SKILLS

Essential unless otherwise indicated)

- Computer literate (Microsoft Office) with advanced Excel
- System Skills – Oracle, Human Resource Information Management Systems & Sharepoint.
- Obtain information, check for accuracy and capture data. File documents per procedure.
- Participate in planning process for section. Execute plans within standard.
- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives.
- Comply with disciplinary and behavioural rules and procedures.
- Participate in change initiatives and provide feedback on resistance.
- Recruitment of all new staff. Screening and testing procedures applied within company policies. Responsible for all administration related to the recruitment process.
- Capture and file all HR recruitment records as per legislative requirements.
- Coordinate recruitment activities e.g. advertisements, shortlisting, interviewing, reference checks and tracking of recruitment progress.
- Determine the recruitment requirements in the context of the BRMO business plan employee movements and Employment Equity targets.
- Process approved labour requests and brief Recruitment Section on requirements, such as urgency, recruitment strategy and employment equity targets and gaps.
- Provide input in support of the recruitment process. Interpret the special conditions, if any, a newly employed employee must adhere to be appointed at the prescribed grade and salary and plan the assistance required to comply.
- Monitor the performance of the probation conditions and ensure appropriate action is taken timeously if required such as informing the Employee of non-conformance or termination if appropriate.

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**