

# BRMO JOB VACANCY



BLACK ROCK MINE OPERATIONS



## SENIOR HUMAN RESOURCES GENERALIST



INTERNAL

**PATERSON GRADING: C5**  
**CLOSING DATE: 25 August 2024**

ASSMANG Pty Ltd requires the services of a **Senior Human Resources Generalist** at their Black Rock Mine Operations situated 80km North-West of Kuruman in the Northern Cape.

### MAIN TASK AND RESPONSIBILITY

To ensure the productive utilisation of human resources in achieving the BRMO strategy within the context of a specific organisation structure such as a shaft. To provide support to the housing function in the communication, administration and marketing of housing benefits.

### MINIMUM QUALIFICATIONS

*Essential unless otherwise indicated)*

- Certificate: Grade 12 (Required)
- Bachelor's Degree in Human Resources / Bachelor of Social Science / Related HR Degree (Required)
- Certificate: Labour Law (Recommended).

### EXPERIENCE AND REQUIREMENTS

*Essential unless otherwise indicated)*

- 5 Years' Human Resources Generalist and Administration.

### KNOWLEDGE AND SKILLS

*Essential unless otherwise indicated)*

- Computer literate (Microsoft Office).
- Propose ideas or practical improvements relevant to tasks. Participate in improvement initiatives and lead group discussions to solve problems.
- Interpret the impact of the external environment and provide input to the strategic planning process regarding how it will influence the HR domain at shaft level.
- Assist Shaft management in designing appropriate work processes in support of the BRMO, strategy and CSF's with the focus and HR requirements.

### KNOWLEDGE AND SKILLS (CONTINUES)

- Assist shaft Management in designing/updating the appropriate and relevant shaft organisation structure, position profiles and manpower plan. Update the organisation structure to reflect approved jobs, headcount, movements and vacancies.
- Monitor adherence to HR policies and procedures and introduce remedial action if non-conformances is identified.
- Interpret HR (current and new) policies and procedures and communicate the content and applicability of it to employees.
- 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.
- Ensure the development and updating of an appropriate performance management system for the shaft including on the job performance coaching and mentoring, performance measurement, evaluation of skills deficits, planning of training required, feedback to employees and documentation of the process execution.
- Assist management in determining when disciplinary action should be taken and advise management on the procedural requirements for fair action and due process.
- Assist ER Manager and ER officers in administering disciplinary and grievance procedures.
- Identify employees that present with an unacceptable absenteeism record and assist management and ER to take appropriate action.
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- Assist the HR System Co-ordinator in ensuring that employee data on Oracle is correct and current for all Employees and Contingent Workers at the shaft
- Conduct exit interviews with all exiting employees and provide feedback based on the feedback regarding how policies, procedures and organisation culture and design can be improved.

### TERMS AND 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**