

CAREER OPPORTUNITY

Two Rivers Platinum Mine is a joint venture between African Rainbow Minerals (ARM) (54%) and Impala Platinum (46%) and is managed by ARM. The operation is situated on the farm Dwarsrivier on the southern part of the eastern limb of the Bushveld Complex some 35 kilometres south-west of Burgersfort in Limpopo, South Africa.



HRD Trainer LMS (GRADE: CU)

Reference no: HR/127/25 (Internal/External)

TWO RIVERS
PLATINUM

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.

EQUITY STATEMENT

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.

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.

ADDITIONAL INFORMATION

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to: recruitmentMD@trp.co.za 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.

Closing date: 27 January 2025

PURPOSE OF THE JOB

- Developing and continues updating of all assessment tools in accordance to best practices and accepted methodologies that are in-line with MQA and ISO requirements Technical Services, Engineering, Metallurgy, Safety and Health.
- Training & coaching of System users.
- Supervise Training budget.

REPORTS TO

- HRD Coordinator

MINIMUM QUALIFICATIONS

- Grade 12
- ETD/ HRD Qualification/Certificate relevant to role of NQF level 5
- Assessors
- Microsoft Office skills
- Lead auditors – advantages

MINIMUM EXPERIENCE

- Minimum of five (5) years' training experience in a Mining environment.
- Minimum of four (4) years' experience and a soundtrack record of learning material design and development of computer-based training and assessment materials
- Experience in budget planning and cost control
- Excellent people skills with the ability to deal and work with Subject Matter Experts (SME's), executives, IT management, academic and administrative personnel.

JOB RESPONSIBILITIES

- Compile and maintain all legal compliance reports (WSP&ATR, BBBEE, DTI) Captures and maintains data onto electronic database system daily
- Maintain and update "hard copy" evidence to facilitate audit trail regarding development processes.
- Maintain and update electronic HRD materials development database.
- Perform electronic backups for server entities
- Manage all changes on the CBT, Clicker and mobile templates and import revised templates.
- Do weekly audits on Facilitator clicker system to check compliance
- Budget planning and cost control
- Performs, temporarily, similar tasks allocated by the HRD Coordinator which may reasonable be considered to fall within the capabilities, scope and decision-making level of the job and for which training/coaching has been given.

Our vision: Safe, Sustainable and Profitable Platinum

Visit our website on: www.trp.co.za

Follow us on LinkedIn: <https://www.linkedin.com/company/two-rivers-platinum-mine>



FRAUD ALERT

TRP subscribes to ethical recruitment processes. We will never:

- ◆ Ask for money in exchange for any application, medical assessment, and interview or to be appointed.
- ◆ Display personal contact details or cell phone numbers of individual recruiters on the advert as a form of communication or job application.

