



# HUMAN RESOURCES DEVELOPMENT SUPPORT OFFICER – C5

## INTERNAL / EXTERNAL

Applications are invited from suitably qualified and experienced persons for the position of HRD Support Officer at Modikwa Platinum Mine. The incumbent will report to the HRD Leader.

### REQUIREMENTS

- Education, Training and Development Practitioner qualification at NQF level 4
- Blasting Certificate
- Registered Assessor and Moderator with the MQA
- At least three years experience as a Operations Supervisor in the TMM field
- At least one to two years Human Resources Development discipline specific experience
- Thorough knowledge and understanding of mining Human Resources Development systems –
- ISO 18001, 14001, 9001
- Thorough knowledge and experience in related legislation
  - Skills Development Act
  - MHSA - Minerals Act
  - OHSAS - Employment Equity Act
  - Labour Relations Act
  - Minerals and Petroleum Act
- Valid Code 08 drivers license
- Computer literacy for the role

### PACKAGE

The package will be in accordance with the Modikwa package schedules.

### APPLICATIONS

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

Email: [Modikwacentralrecruit@angloamerican.com](mailto:Modikwacentralrecruit@angloamerican.com)

### DUTIES AND RESPONSIBILITIES

- Legal and SHE compliance
- Developing course material and implementing course material
- 10% Moderation of assessment
- Reports and feedback on training details
- HRD administration aligned to ISO 9001
- Coaching
- Expert training and development within specific areas to Supervisory levels
- Quality assurance of assessors and learner

### WORK DESCRIPTION

The HRD Support Officer role is a specialist role in the Human Resource structure and has a legal accountability with a 2.15.1 appointment in terms of the Minerals Act and Regulations. The incumbent is therefore responsible to ensure compliance to legal and management requirements, as well as the completion of records pertaining to his/ her area of responsibility, as stipulated by the regulations. The incumbent is responsible to effectively coordinate HRD services by supporting the Production Leader HRD, HR Coordinator and the HRD Leader in facilitating, training and assessing employees in discipline specific education, training and development to Supervisory positions.

### CLOSING DATE

The closing date for all applications is 10 March 2025.

### TERMS AND 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.

Please note that proof of educational qualifications (certified copies) should be attached to the applications. Application without these attachments will not be taken into consideration for this position. In the event that you do not hear from the Company within a period of 21 days after the closing date, your application shall be deemed to be unsuccessful. Correspondence will only be limited to shortlisted candidates.

### EQUITY STATEMENT

Preference will be given to suitably qualified applicants from designated groups in line with the Employment Equity Plan and targets of the organisation. **First preference will be given to women.**

### POPIA DISCLAIMER:

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information for recruitment purposes and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that Modikwa will keep the record of your personal information confidential and for the specific purpose it was submitted.

Please Note: In the event that you fail to provide personal data relevant to application process or specific position you applied for, we may not be able to consider and process your application further.

