

# CAREER OPPORTUNITY

African Rainbow Minerals (ARM) is a leading South African diversified mining and minerals company with operations in South Africa and Malaysia. ARM mines and beneficiates iron ore, manganese ore, chrome ore, platinum group metals (PGMs), nickel and coal and has a strategic investment in gold through Harmony Gold Mining Company (Harmony).



## HR SUPERINTENDENT (D-LOWER PATTERSON GRADING)



### Job Responsibilities:

To provide HR support and advisory service to employees and line management pertaining to HR policies, processes, standards and legislation.

### Location:

Sandton, Johannesburg

### Job Requirements:

- HR degree or diploma or equivalent qualification.
- Postgraduate degree or diploma advantageous.
- 5 - 8 years HR generalist experience.
- Knowledge of HR systems.
- Working knowledge of Labour legislation.

### Job Responsibilities:

- Provide end to end recruitment admin support including sourcing, shortlisting, arranging interviews, conduct reference checks, process employment contracts.
- Facilitate accurate and timeous submission of payroll input.
- Provide advice and support in the administration of employee benefits and liaise with service providers (medical aid, pension fund, dread disease, group life etc.).
- Coordination of the annual increase and incentive bonus processes.
- Assist with budget inputs and review for manpower costs and planning.
- Provide salary benchmarking analysis.
- Assist with job evaluations.

- Update and maintain accurate employee data in HR information system and provide monthly reports.
- To manage and oversee the HR administration function.
- Coordinate new employees on-boarding process and take-on documentation.
- Facilitate the offboarding process for exiting employees.
- Participate and support the rollout of HR initiatives and projects.
- Ensure compliance with external audits and findings.
- Compilation and submission of the HR Compliance and statutory reports.

### Personal Attributes:

- Interpersonal and verbal communication skills.
- Attention-to-detail.
- Team player.
- Planning and organizing.
- Relationship building.
- Conflict management skills.
- Client focus.

### 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.

### POPIA Disclaimer

By sending your details to the email 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 ARM will keep the record of your personal information confidential.

### Additional Information:

- To apply for this vacancy, please send your CV to the email address below before the closing date.

Email: [recruitment@arm.co.za](mailto:recruitment@arm.co.za)

No late applications will be considered or accepted.

- Correspondence will be limited to short-listed candidates only.
- If you do not hear from the Company within 21 days after the closing of the advert, please consider your application as unsuccessful.

Closing date: 12 June 2025



[www.arm.co.za](http://www.arm.co.za)



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