

Career Opportunity Internal & External Advert

Bokoni Platinum Mines is a mining operation situated in the Eastern Limb of the Bushveld Complex.

Applications are invited from suitably qualified and experienced persons for the position of **HR Operations Manager**. The position will be based at Bokoni Platinum Mines at Atok Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo.

HR Operations Manager (DU)

Purpose of the Job:

To lead HR operations portfolio, ensuring integrated, efficient and compliant HR service delivery aligned to mining operations.

<p>Job Requirements:</p>	<ul style="list-style-type: none"> • Matric/Grade 12 • Bachelor's Degree in HR / Industrial Psychology / Related • Postgraduate qualification (advantageous) • Management Development Programme or equivalent • 5 - 8 years' HR experience, including: <ul style="list-style-type: none"> ○ Minimum 5 years at HR management level ○ Experience in mining or heavy industrial environment is essential • Demonstrated experience in: <ul style="list-style-type: none"> ○ HR operations management ○ Employee relations in unionised environments ○ Workforce planning and large-scale recruitment
<p>Job Responsibilities (will include the following but not limited to):</p>	<p>HR Operations Leadership</p> <ul style="list-style-type: none"> • Lead and manage end-to-end HR operations including: <ul style="list-style-type: none"> ○ Recruitment & onboarding (critical for ramp-up phases) ○ HR administration and employee lifecycle management ○ Time & attendance, payroll interface, and HR systems • Implement fit-for-purpose HR service delivery models aligned to operational needs • Drive continuous improvement, standardisation, and digitisation of HR processes <p>Workforce planning and talent management</p> <ul style="list-style-type: none"> • Partner with mining, engineering, and processing functions to: • Align workforce plans to production targets • Build critical skills pipelines • Lead bulk recruitment campaigns and onboarding programmes • Ensure talent availability for operational continuity

Employee Relations & Labour Stability

- Provide expert guidance on:
 - Discipline, grievances, and dispute resolution
 - CCMA/Bargaining Council matters
- Maintain constructive engagement with organised labour (NUM and other unions)
- Drive proactive interventions to enhance labour stability and minimise disruptions

Compliance, Governance & Risk

- Ensure full compliance with:
 - Labour Relations Act (LRA), BCEA, MHSA
 - Internal policies and governance frameworks
- Lead HR audit processes and ensure closure of findings
- Identify and mitigate people-related risks impacting safety and production

People Analytics & Performance Insights

- Develop and manage HR reporting:
 - Absenteeism
 - Turnover
 - Overtime and labour costs
 - Productivity indicators
- Provide data-driven insights to management
- Drive improved decision-making through analytics

Culture, Performance & Transformation

- Collaborate in creating a culture of Zero Harm and high-performance
- Implement employee engagement and culture transformation initiatives
- Advance Employment Equity and DEI objectives in line with statutory requirements.

Team Leadership

- Lead, coach, and develop the HR operations team
- Build a high-performance, service-oriented HR function
- Strengthen HR business partnering capability at operational level

Key Competencies:

- Operational Execution Excellence
- Stakeholder & Union Engagement
- Analytical & Data-Driven Thinking
- Conflict Resolution & IR Expertise
- Leadership & Team Development
- Governance, Risk & Compliance Orientation

Interested applicants are invited to apply on our B-Connect WhatsApp system at 060 014 4225 and follow the prompts by no later than 5 June 2026. Please attach:

- Comprehensive updated CV
- Certified ID copies
- Certified copies of all qualifications

Equity Statement:

Preference will be given to suitably qualified applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the organisation.

POPIA Disclaimer:

By sending your CV 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 Bokoni Platinum Mines will keep the record of your personal information confidential.