

HUMAN RESOURCES COORDINATOR – D LOWER

INTERNAL / EXTERNAL

Applications are invited from suitably qualified and experienced persons for the position of Human Resources Coordinator at Modikwa Platinum Mine. The incumbent will report to the Area Human Resources Leader.

REQUIREMENTS

- Human Resources related Degree/BTech at NQF Level 7
- **Knowledge and Experience:**
 - At least 5 years experience in the Human Resources function, of which 3 years should be in the mining environment
 - Computer literacy
 - MS Office package
 - SAP HR
 - Thorough knowledge and understanding of the following legislation:
 - Basic Conditions of Employment Act
 - Labour Relations Act
 - Employment Equity Act
 - Skills Development Act
- Valid Code 08 driver's license

WORK DESCRIPTION

The Human Resources Coordinator role is a specialist role within the Human Resources structure and is responsible for all the associated functions and procedures. The role initiates appropriate systems to optimise the Human Resource performance. The role has a consultative focus to lead the function towards industry best practices and to integrate the HR function outputs with the work of other functions in the organisation. The time frame of work is one to two years, but some plans will be on a longer time frame.

CLOSING DATE

The closing date for all applications is 02 July 2026.

DUTIES AND RESPONSIBILITIES

- SHE compliance
- Legal compliance:
 - Basic Conditions of Employment Act
 - Labour Relations Act
 - Employment Equity Act
 - Skills Development Act
 - Mining Charter compliance and scorecard
- Good employee relations in the Business Area
- Labour resource planning
- Recruitment and selection for the Business Area
- Labour resource allocation and management process
- HR administration and systems
- Employee administration management
- Compliance to Business Unit policies and procedures
- Audits and corrective actions
- Budget and cost administration
- Monitor HR and organisational climate
- Interface with Business Area ER / EB / HRD departments
- Performance management contracts facilitation

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: gerrit.brits2@modikwa.co.za



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.

