

## 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.



## Snr HR Officer (GRADE: CU)

Reference no: HR/143/26 (Internal/External)

### 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](mailto: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: 30 June 2026

### PURPOSE OF THE JOB

Responsible for all HR Generalist functions in respective areas of responsibility

### REPORTS TO

- HR Coordinator

### MINIMUM QUALIFICATIONS

- Matric/Grade 12, ND in HRM (NQF level 6)

### MINIMUM EXPERIENCE

- Minimum of 2 years' experience in the mining environment

### JOB RESPONSIBILITIES

- Ensuring that labour in service is in line with budget
- Ensuring that recruitment procedure is followed to fill vacant positions
- Advising line, employees & stakeholders on HR Policies & Procedures
- Providing service to all employees, & stakeholders Labour Responsible for the recruitment of all positions from A-C band;
- Responsible for compliance of recruitment & engagement policies & procedures of the company
- Maintaining and ensuring that VIP & SACO systems are aligned
- Ensuring that all labour movements are processed timeously on both systems (SACO & VIP)
- Ensuring that labour is allocated accordingly to ensure the bonus report is correctly paid
- Ensuring that scheduling of all legal e.g. medical examinations, induction for all TRP employees
- Responsible for submission of monthly bonus timeously to finance for processing
- Responsible for calculation of employee acting rates & submitting to payroll for processing within specified time frames
- Dealing with all employee queries & as in when escalated by subordinates
- Ensuring that employee information is filed in employee files
- Ad hoc duties
- Conduct daily, weekly & monthly audits to ensure compliance
- Responsible for the development of subordinates in the specified working areas
- Coaching of subordinates
- Providing guidance & direction to subordinates and
- Build sound relationships with all stakeholders

Our vision: Safe, Sustainable and Profitable Platinum

Visit our website on: [www.trp.co.za](http://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.

