

CAREER OPPORTUNITY

Nkomati Nickel Mine is primarily a nickel and chrome operation located in the Mpumalanga Province between Badplaas (eManzana) and Machadodorp (eNtokozweni), within the broader Waterval Boven (Emgwenya) region. Nkomati is owned by African Rainbow Minerals (ARM), a leading South African diversified mining and minerals company. 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).

SPECIALIST HUMAN RESOURCES

(C5 PATTERSON GRADING)

REFERENCE NUMBER: NK-HR-C5-01/06/2026

Purpose of the Job:

To provide specialist Human Resources coordination, governance, and compliance support across key areas including HR administration, transformation, reporting, and workforce assurance, ensuring alignment with legislative requirements, Mining Charter obligations, and organisational standards

Location:

- Slaaihoek Farm, Waterval Boven, Mpumalanga

Job Requirements:

- Degree / Diploma in Human Resources / Industrial Psychology or related field
- Minimum 5 years' HR generalist experience, preferably within mining or heavy industry
- Sound knowledge of Recruitment and Selection, Mining Charter, SLP requirements and B-BBEE frameworks
- 3 years' experience in HR Generalist role
- Ability to operate independently under pressure
- Ability to work independently with minimal supervision
- Affiliation with SABPP
- Advanced Microsoft Office (particularly Excel) and hands-on experience with an HR Information System (HRIS) e.g. (Oracle Fusion)
- Strong working knowledge of South African labour frameworks (BCEA, LRA, EEA, and Skills Development Act).

Job Responsibilities: /

- Responsible for HR administration and workforce support across the employee lifecycle,
- Drives Recruitment and Selection, record management and compliance with HR policies.

- Manages statutory and regulatory requirements such as the Social and Labour Plan (SLP), Mining Charter, Employment Equity, B-BBEE, and ETI reporting.
- Drives contractor compliance, HR governance, audits, reporting, and analytics, while Supporting transformation initiatives including Women in Mining and GBVF programmes.
- Ensures effective HR service delivery, compliance, and data-driven decision-making aligned with organisational and legislative requirements.

Personal Attributes:

- Strong analytical and reporting capability
- Attention to detail and high level of accuracy
- Effective stakeholder engagement skills
- Ability to manage multiple priorities
- Integrity, professionalism, and confidentiality
- Interpersonal & Behavioural Skills

Closing date: 07 July 2026

Equity Statement:

Preference will be given to suitably qualified applicants 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 Nkomati Nickel Mine 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: • Nkomati.Recruitment@nkomati.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.

