

BRMO JOB VACANCY

SUPERINTENDENT HUMAN RESOURCES FIXED TERM

INTERNAL / EXTERNAL

PATERSON GRADING: D1

CLOSING DATE: 09/08/2026

ASSMANG Pty Ltd is seeking a highly skilled, motivated and dedicated individuals who would like to be part of this exciting mine and who would like to make use of this unique opportunity to grow and develop within the company to apply for the position at our Black Rock Mine Operations, situated 80km North-West of Kuruman in the Northern Cape.

MAIN TASK AND RESPONSIBILITY

Plan, Organise, Direct, Control and Coordinate operational recruitment practices and personnel administration.

MINIMUM QUALIFICATIONS

Essential unless otherwise indicated)

- Grade 12.
- National Diploma or Bachelor Degree: Human Resources Management.
- Valid Drivers License.

EXPERIENCE AND REQUIREMENTS

Essential unless otherwise indicated)

- 6 Years HR Generalist and Labour Management Experience.
- 2 Years Management Experience.

KNOWLEDGE AND SKILLS

Essential unless otherwise indicated)

- Business Acumen.
- Leading People.
- Building Relationships.
- Results Driven.
- Leading Change.
- System Knowledge: Microsoft Office, Human Resources Information Management System.
- Legislative Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act.

JOB RESPONSIBILITIES

Essential unless otherwise indicated)

- Obtain, check and refine information. Collate and submit reports.
Run data exception reports and take corrective action. Conduct document control spot-checks.
- Plan, implement, control and monitor approved changes to area of responsibility to respond to changes in the industry, legislation and other related matters, including transformation and optimisation. Assist with workplace readiness assessment.
- Manage the efficient and effective utilisation of resources. Optimise systems and processes continuously to ensure production efficiency targets and operational plans are met.
- Optimise the core operational internal processes and internal supply chain and resolve operational conflicts.
- Coordinate recruitment activities and track recruitment progress. Review recruitment process.
- Provide input into functional planning. Interpret functional plan and develop sub-functional plans.
- Plan, direct and assess Quality Management within sub-function and recommend remedial actions where necessary to ensure adherence to TQM principles.
- Oversee onboarding and exit processes. Responsible to ensure that all employee-related documents are captured on the system and filed to ensure compliance.
- Conduct headcount projections and make recommendations on organisational structure. Protect the company against unfair recruitment practices, CCMA disputes and whistle blowing. Align appointment timelines with payroll cycles.
- Identify recurring problems and derive creative solutions involving team members. Recognise and reward team member efforts.
- Implement compliance requirements. Communicate compliance changes.
- Ensure operational plan is implemented.
- Adhere to SHERQ, legal standards, and procedures, and timeously and accurately report SHERQ-related observations and incidents.

TERMS & CONDITIONS

Successful candidates will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996, and subjected to Security Assessment (incl. Criminal Record Clearance).
Remuneration will be based on a competitive all-inclusive flexible package.

Preference will be given to women in mining and designated groups in accordance with the Company's Employment Equity Plan. People living with disabilities are encouraged to apply.

Please be advised that short-listed candidates will be required to authenticate information provided in CV's.

- Late applications will not be entertained.
- Internal candidates should clearly indicate their company number on their applications/CV.
- If you have not been contacted 21 days after the closing date, kindly accept your application as unsuccessful.
- Should you not be contacted 7 days after the interview (if you have been interviewed), kindly accept your interview as unsuccessful. Correspondence will only be limited to shortlisted candidates.
- Assmang Pty Limited reserves the right not to appoint.

Interested applicants are requested to submit their CV's together with SAPS certified copies of qualifications via our Career website: <https://assmang.ci.hr> . ONLY ONLINE APPLICATIONS WILL BE ACCEPTED.

POPIA DISCLAIMER:

By submitting your application, you agree:

- To the processing of your personal information and sharing it with third parties for verifications.
- To you exercising of your rights provided for by POPIA.
- To BRMO keeping your personal information confidential.

FRAUD ALERT:

Black Rock Mine Operations subscribes to ethical recruitment processes:

Black Rock Mine Operations will never ask for money in exchange of any application, medical assessment, and interview or to be appointed.

Black Rock Mine Operations will never display personal contact details or cell phone number of individual recruiters on the advert as a form of communication or job application

