



HUMAN RESOURCES ASSISTANT GENERALIST – C3

INTERNAL / EXTERNAL



Applications are invited from suitably qualified and experienced persons for the of Human Resources Assistant Generalist at Modikwa Platinum Mine. The incumbent will report to the Human Resources Officer.

REQUIREMENTS

- Grade 12 or equivalent NQF level 4 qualification.
- Studying towards a Human Resources qualification/certificate.
- At least one year HR experience within the mining environment.
- Computer literacy for the role (MS Office Suite).
- Basic knowledge and understanding of:
 - ✓ Basic Conditions of Employment Act
 - ✓ Labour Relations Act
 - ✓ Employment Equity Act
 - ✓ Skills Development Act
- SAP Experience will be to the applicant's advantage.
- Valid Certificate of Fitness (Red Ticket).
- Code 08 Drivers License.

WORK DESCRIPTION

The Human Resources Assistant Generalist role is responsible to support the Human Resources Officer within a specific section on the shaft. This role performs a number of integrated tasks, which combine to complete measurable work outputs within an HR functional system. The tasks required are normally varied within the role as the conditions for work output frequently change. As the work is not routine the time frame for the measurement of work could be up to three months.

DUTIES AND RESPONSIBILITIES

- SHE Compliance.
- Good Employee Relations in the Section.
- Investigation of absenteeism incidences.
- Recruitment and selection in the area of responsibility.
- Qualification verification.
- Labour resource allocation and management for the section.
- Manage labour in Area of responsibility.
- Work cycle management in the section of responsibility.
- HR Administration to the required standards.
- Ensure Legal Compliance:
 - ✓ First Aid Certification
 - ✓ Initial and periodical medicals
 - ✓ Leave Scheduling
 - ✓ Competent A & B
 - ✓ Technical Skills Training

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: lebogang.phakola@modikwa.co.za

CLOSING DATE

The closing date for all applications is 19 August 2026.

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.

