



ASSMANG
MANGANESE

BLACK ROCK MINE OPERATIONS

top
EMPLOYER

South Africa
2026

FOR A BETTER WORLD OF WORK

BRMO JOB VACANCY

SUPERVISOR TIME AND ATTENDANCE

INTERNAL

PATERSON GRADING: C4

CLOSING DATE: 30/08/2026

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

To maintain an access control and time and attendance system in order to control and track employee and contingent worker movements.

MINIMUM QUALIFICATIONS

Essential unless otherwise indicated)

- Grade 12.
- Diploma: Human Resources / Relevant Equivalent.
- Certificate: Business Information Systems (Advantageous).
- Valid Driver's Licence Code B.

EXPERIENCE AND REQUIREMENTS

Essential unless otherwise indicated)

- 2 Years Supervisory Experience.
- 3 Years' Time and Attendance Administration / HR Administration / Payroll Administration Experience.
- 1 Year Management of Supplier Service Level Agreement Experience (Advantageous).

KNOWLEDGE AND SKILLS

Essential unless otherwise indicated)

- Professional Status: SABPP Registration.
- Managing Performance
- Monitoring and evaluating
- Communication
- Planning and Organising
- Time Management
- Leading others
- Learning and development
- Coaching skills
- Self-leadership
- Conflict management
- Safety management
- Team development skills
- Giving Instructions
- Managing relationships
- Assertiveness
- System Skills: Microsoft Office, Oracle HR and Firefly Navigation.

JOB RESPONSIBILITIES

Essential unless otherwise indicated)

- Ensure HR Information Systems operate in accordance with company policies, procedures, and labour legislation.
- Maintain system controls, audit readiness, and segregation of duties.
- Authorise, monitor, and review system access and user roles.
- Manage end-to-end administration of HRIS platforms, including Time and Attendance, Access Control, Leave, Overtime, Standby, Call-out, and ER-related system processes.
- Act as system owner for Firefly and other HR systems.
- Ensure system availability, data accuracy, and alignment with operational requirements.
- Ensure accurate, complete, and timeous capture and maintenance of employee master data.
- Monitor data quality and resolve system exceptions and discrepancies.
- Implement controls to prevent data errors impacting payroll and compliance.
- Reconcile Time and Attendance data with Payroll to ensure accurate payment of hours, overtime, allowances, and leave.
- Investigate and resolve payroll-related discrepancies in collaboration with Payroll and HR.
- Sign off on verified system outputs before payroll processing.
- Compile, analyse, and distribute standard and ad hoc HRIS and Time and Attendance reports, including AWOP, overtime, leave, compliance, and productivity reports.
- Provide management with meaningful insights and trend analysis to support decision-making.
- Lead HRIS-related system enhancements, upgrades, and automation initiatives.
- Identify opportunities to improve efficiency, reduce manual processes, and enhance system controls.
- Liaise with IT, vendors, and business stakeholders on system improvements.
- Provide advanced system support and guidance to HR staff, supervisors, and line management.
- Train users on HRIS functionality, reporting, and compliance requirements.
- Oversee and quality-check work performed by Time and Attendance Administrators and Access Control staff.
- Ensure the operational plan is implemented.

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