

BRMO JOB VACANCY

MANAGER HUMAN RESOURCES OPERATIONAL

INTERNAL / EXTERNAL

PATERSON GRADING: D3

CLOSING DATE: 20/10/2026

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 ensure the coordination of quality, effective, accessible and consistent one-stop transactional and operational HR services and advise line management and employees, as an integral business partner (in production, productivity, safety and operational compliance at operational level).

MINIMUM QUALIFICATIONS

Essential unless otherwise indicated)

- Grade 12.
- Bachelor Degree or B.Tech Human Resources or Industrial Psychology.
- Honours Degree Human Resources or Industrial Psychology (Advantageous).
- Driver's License Code B/EB.

EXPERIENCE AND REQUIREMENTS

Essential unless otherwise indicated)

- 5 Years Human Resource Management Experience.
- 8 Years HR Generalist Experience.

KNOWLEDGE AND SKILLS

Essential unless otherwise indicated)

- Professional Status: SABPP Registration.
- Functional Knowledge
- Strategy planning and thinking skills
- Intelligence competencies
- Relationship building and Networking skills
- Interpersonal skills
- Legislation knowledge
- Problem Solving and Analysis skills
- Management skills
- System Skills: Electronic Document Management System, Enterprise Resource Planning, Human Resource Information Management Systems, Information Management Systems, Learning Management Systems, Microsoft Office, SHERQ Systems.

JOB RESPONSIBILITIES

Essential unless otherwise indicated)

- Management and coordination of one-stop service and advice centre to line management on day-to-day operational business management in the production environment.
- Initiate the development of HR analytical tools/dashboards and reports
- Coordination of effective and in time best practices recruitment and on-boarding according to labour plan.
- Implementation of a reputable workforce planning system to ensure accurate annual labour compliment planning.
- Manage and govern effective labour planning and control by ensuring effective and controlled labour movement in tandem with Oracle core system.
- Manage labour availability, absenteeism, unacceptable attendance and sick leave abuse management.
- Coordinate optimal people systems optimisation and utilization.
- Assist the OD section operationally with change management, interventions and climate surveys.
- Assist HRD manager operationally with the coordination and implementation of a culture of quarterly LMS training planning, refresher scheduling etc
- Assist ER Manager to grow a culture of fair and consistent disciplinary practices and conflict resolution implementation.
- Pro-actively caution the ER Manager on emergency conflict indications/indicators.
- Assist Payroll Accountant with pay methodology interpretations.
- Advise line management on Document control system policies/procedures.
- Assist operationally to ensure timeous performance contracting, reviewing and business aligned KPI's in performance contracts.
- Assist and co-manage with Superintendent Transformation deviation management with regard to appointments and promotions.
- Lead, initiate and influence pro-active transactional/operational communication.
- Ensure legal alignment of day-to-day operations
- Oversee the housing allocation function.
- Oversee legal compliance audits and risk management.
- Ensure effective management of labour availability, staff movement control and workforce planning in support of operational objectives and priorities.

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