



VACANCIES

United Manganese of Kalahari (Pty) Ltd (UMK) a leading empowerment South African company mining Manganese is searching for proactive talent that thrive in a rapid pace environment. Become part of United Manganese of Kalahari (Pty) Ltd (UMK) team that has a drive to establish a legacy of sustainable mining and socio-economic development in an environmentally responsible way.

HR OFFICER

ROLE PURPOSE

The incumbent will be responsible for providing an effective and efficient human resource generalist function that is aligned with departmental and company strategic goals. The incumbent will be expected to successfully implement HR strategy and deliver HR services within the organization. The responsibilities include but not limited to business partnering, organisation design, recruitment and selection, employment equity, benefits management and administration, employee relations, talent retention, performance management, change management, diversity management, policies and procedures, HR reporting

MINIMUM REQUIREMENTS

- Degree or Diploma in Human Resources Management and/or equivalent
- 3–5 years' experience in a HR Generalist role preferably in mining environment
- Excellent communication & interpersonal skills
- Experience in implementation of policies and procedures
- Excellent report writing
- Ability to work independently and as part of multi-disciplinary team
- Historically disadvantaged female preferably from the Northern Cape

CORE COMPETENCIES

- Good planning, organizational, analytical and decision-making skills. Confidentiality, tact and discretion when dealing with people. Use Initiative. Professional approach. Excellent Administration skills. Excellent oral and written communication skills. People centric and flexibility.

KEY RESPONSIBILITIES

Recruitment & Selection

- Coordinate all recruitment and selection activities. Advertise vacancies, assess applications, interview applicants. Coordinate and manage the orientation of new employees, process probationary reviews, employee evaluations and terminations.

Employee Relations

- Consult and advise management and staff on Labour relations issues. Attend and hold disciplinary enquiries and grievances. Ensure awareness on LRA, Basic conditions of Employment Act and all other labour legislation. Represent the company at CCMA Level
- Attend union and Employee Consultative Forum meetings

HR Reporting & Administration

- Ensure effective benefits administration, medical aid and pension fund. Compile monthly management reports all on all key output areas of the position. Ensure accurate and updated record keeping of employee files
- Assist with preparation of annual Mining Charter and SLP report for submissions

Policies and Procedures

- Develop, update and implement all HR policies and procedures

Budget & Cost Management

- Drive HR related cost savings and manage HR budgets as set by executive management
- Analyse and report to HR Manager overtime, standby and call out discrepancies
- Draft and submit annual labour budget and HR budget and submit to HR Manager for approval and submission

HOW TO APPLY: Send us your updated CV including certificates to recruitment@umk.co.za or by fax to 086 606 1655

CLOSING DATE: 15 June 2018

Due to the large number of applications we envisage receiving, only shortlisted candidates will be contacted. Should you not hear from us within 14 days after closing date, please consider your application unsuccessful.

The company reserves the right to appoint according to our Employment Equity Plan.
Fraud Alert - UMK never ask for money transfers or payments from applicants to secure a job.