



Mbuyelo Group (Pty) Ltd

ROLE PROFILE: HR ADMINISTRATOR

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| GROUP FUNCTION(UNIT) | Mbuyelo Group | DATE: | 21 May 2020 |
| OPERATION | Mbuyelo Mining Contractors | GRADE: | B-Level |
| LOCATION | Carolina | JOB REF NO: | MMC0032 |
| DEPARTMENT | Human Resources | | |

REPORTING STRUCTURE

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| REPORTS TO (TITLE) | Human Resources Practitioner |
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ROLE SUMMARY (PURPOSE)

This role is a generalist role within the HR structure responsible for effective deployment and development of mine labour as well as good employee relations. The incumbent is responsible for HR service delivery to the Human Resources Practitioner

KEY WORK OUTPUTS AND ACCOUNTABILITIES

- Effective Human Resources services are provided to mine management to support the achievement of Company goals
- Assist management in engagement and termination of employees
- Complete the required data entry tasks, update personnel files and prepare the requisite documentation for employees
- Good employee relations are maintained at the mine
- Leave and absenteeism management
- Performance management
- Implementing and monitoring adherence company policies and procedures
- Employee information system management and VIP
- Contractor Management
- Monthly Reporting
- Administration
- Preparing and amending where necessary HR documents, i.e. employment contracts and recruitment guides Support HR projects and initiatives

REQUIREMENTS

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| QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE | <ul style="list-style-type: none">• Grade 12• HR Degree/Diploma• Computer literate Microsoft office (Excel, word, PowerPoint) for role including VIP• Certificate of Fitness• Valid driver's license• +3years' experience in Human resources |
| COMPETENCIES | <ul style="list-style-type: none">• Good communicative and relationship building skills• Good understanding of labour laws• Organisational skills and ability to prioritise• Interpersonal with good communicative skills |
| ADDITIONAL INFORMATION | <ul style="list-style-type: none">• Appointment will be made in line with the Employment Equity consideration.• If you have not heard from us in 21 working days, please consider your application as unsuccessful• Internal Candidates wishing to apply for this opportunity must inform their supervisors upon applying |
| CLOSING DATE: | The closing date for applications: 28 May 2020 |
| CONTACT DETAILS: | e-mail applications, with reference number MMC0032 to: hr.mmc@mbuyelo.com |