



**Tshedza Mining Resources (Pty) Ltd**  
a subsidiary of Mbuyelo Coal (Pty) Ltd

## HR OFFICER

<b>GROUP FUNCTION / BUSINESS UNIT</b>	<b>Mbuyelo Coal</b>	<b>DATE</b>	<b>01 August 2022</b>
<b>OPERATION</b>	<b>Manungu Colliery</b>	<b>JOB LEVEL</b>	<b>C Level</b>
<b>LOCATION</b>	<b>Manungu - Delmas</b>	<b>REF NO</b>	<b>TSH061</b>
<b>DISCIPLINE</b>	<b>Human Resources</b>		
<b>REPORTING STRUCTURE: HR Manager</b>			
<b>ROLE SUMMARY (PURPOSE)</b>			
<p>This is an operational role within the Human Resources structure and is responsible for the maintenance of Human Resources practices and systems within an operation, to achieve work outputs. This may occur within the areas of HR planning, employee relations, development and information management or general human resources projects.</p> <p>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 HR Officer role forms an integral part of the mine team, with the responsibility of ensuring the effectiveness of the human resources within the mine. The incumbent is responsible for HR service delivery to the line management and a reporting line to the HR Manager</p>			
<b>KEY WORK OUTPUTS AND ACCOUNTABILITIES</b>			
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Monitor the HR process regularly to ensure conformance to and understanding of standards and procedures</li> <li>• Ensure co-operation and teamwork between teams by delivering an efficient service</li> <li>• Effective two-way communication with employees in the area</li> <li>• Develop a trusting and mutual respect relationship with stakeholders</li> <li>• Support and participate in the training and development requirements of employees</li> <li>• Hold disciplinary and grievance inquiries as prescribed by the policy.</li> <li>• Identify potential conflict situations, identify root causes and propose actions steps.</li> <li>• Control discipline and ensure fair decisions regarding Industrial Relations by following procedures and ensuring that all stakeholders are well versed in the procedures.</li> <li>• Identify ideas to increase motivation</li> <li>• Compile accurate system reports.</li> <li>• Conduct and/or participate in required meetings.</li> <li>• Prepare ad-hoc reports for HR management or other information customers.</li> <li>• Ensure that system administration requirements are complied with.</li> <li>• Ensure that system technical data is accurately captured and secure</li> <li>• Effective Human Resources services are provided to the Mine management to support the achievement of Company goals</li> <li>• Good employee relations are maintained at the mine</li> <li>• Recruitment, selection and on-boarding and terminations</li> <li>• Performance management,</li> <li>• Employee information system management and VIP</li> <li>• Effective Human Resources Development</li> <li>• Implementing and monitoring adherence company policies</li> <li>• Labour planning and management</li> <li>• Organisational effectiveness at the mine</li> <li>• Environmental conditions and trends</li> <li>• Personnel provisioning and compensation</li> <li>• Leave and absenteeism management</li> <li>• Contractor Management</li> <li>• Monthly Reporting</li> </ul>		

Mbuyelo Coal has a rich footprint in the Mpumalanga province of lush South Africa. It is born from the company Mbuyelo Group (Pty) Ltd which has its main business in the coal mining industry and is similarly growing its portfolio in other businesses such as the properties, farming and contracting industries.

	<ul style="list-style-type: none"> <li>• SLP, Mining Charter and BBBEE</li> </ul>
<b>Qualifications/ Experience/Skills/ knowledge</b>	<ul style="list-style-type: none"> <li>• Degree/National Diploma in Human Resources Management</li> <li>• Minimum of 3-5 years in Human Resources, of which 3 is in the Mining Environment</li> <li>• Good communication and delegation skills</li> <li>• A valid driver's license</li> <li>• Strong Computer literacy (Advanced MS Excel an added advantage)</li> <li>• Knowledge of VIP (Sage &amp; ESS) is an added advantage</li> </ul>
<b>Additional information</b>	<ul style="list-style-type: none"> <li>• Mbuyelo Coal shall apply the Employment Equity principles as set out in Company's Employment Equity Policy</li> <li>• Incomplete CV's and/or applications will not be considered.</li> <li>• If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful.</li> <li>• Internal Candidate's that wish to apply for this opportunity must inform their supervisors upon applying</li> </ul>
<b>Closing date</b>	The closing date for applications: <b>07 August 2022</b>
<b>Contact details</b>	e-mail applications, with <b>reference number TSH061</b> to: <a href="mailto:hr.manungu@mbuyelocoal.com">hr.manungu@mbuyelocoal.com</a>