

**INTERNAL /EXTERNAL ADVERTISEMENT**  
**BAKUBUNG PLATINUM LIMITED IS AN EQUAL OPPORTUNITY EMPLOYER.**

<b>Job Title</b>	
<b>Human Resources Development Specialist</b>	
<b>Job Function</b>	
Core / Support:	Support
Department:	Human Resources
Job Type:	Permanent
Location:	Bakubung Platinum Mine - Rustenburg
Vacancy Closing Date:	19 July 2024
<b>Role Description</b>	
The Human Resources Development Specialist 's role is to develop, co-ordinate and manage an integrated company learning, training and development programme in ensuring that the organisation meets it's immediate, medium and long term skills objectives. The role reports to the <b>Human Resources Manager</b> .	
<b>Education and Experience Requirements</b>	
<ul style="list-style-type: none"> <li>• Diploma/ Degree in Human Resources specializing in Training and Development</li> <li>• Technical Mining qualification is essential e.g. Mine Overseer's Certificate of Competency</li> <li>• Minimum 10 years' experience in Learning and Development in a mining environment of which 5 years should have been in the capacity of a Training Manager.</li> <li>• Underground Hard rock experience in both Conventional and Mechanized mining is essential</li> <li>• Certified Trainer, Assessor and Moderator</li> </ul>	
<b>Job Requirements</b>	
<ul style="list-style-type: none"> <li>• Plan, co-ordinate, schedule and conduct internal and facilitating external training</li> <li>• Ensure that the employer complies with section 10 of the MHSa of 1996</li> <li>• Assume the skills development facilitator role for the organisation</li> <li>• Take full ownership of all HRD from planning, co-ordination and to execution stage. This also includes internal, external and statutory reporting</li> <li>• Represent the organization in the industry and other training forums.</li> <li>• Manage the company people development, succession planning tools and integration of Mentorship and Career paths, Bursary Schemes, In-service training initiatives, assessment tools in business processes.</li> <li>• Develop and manage an integrated company skills development and talent management plan during the construction to production mine development phases i.e. mentoring, coaching, career paths, bursars, in-service training, succession planning tools, assessment tools, personal development plans etc.</li> <li>• Co-ordinate and continuous update for each position in the organizational structure together with the respective Line functions.</li> <li>• In partnership with recruitment and other stakeholders, regularly update and continuously improve the implementation of the local skills database/s in the communities where we operate and within the organisation.</li> <li>• Ensure that HR policies, procedures and practices are consistently enforced.</li> <li>• Produce weekly and monthly reports highlighting progress, actions, trends, challenges, lessons learned, best practices, etc. in area of responsibility</li> <li>• Develop and incorporate training plans of company in the performance management system</li> </ul>	
<b>Skills Required</b>	
<ul style="list-style-type: none"> <li>• Knowledge and understanding of SAP\</li> <li>• Good verbal and written communication skills</li> <li>• Business Planning and Management</li> <li>• Excellent presentation and facilitation skills</li> <li>• Sound knowledge of Labour law, MHSa, MPRDA, Employment Equity and skills development legislations</li> <li>• Ability to network within and outside of industry</li> <li>• Very good problem solving and decision making skills</li> <li>• Proficient computer skills (MS Office excel / word / PowerPoint)</li> <li>• Code 8 driver's license and other required (relevant) mining site permits</li> <li>• Ability to handle highly confidential matters</li> </ul>	
Should you be interested in applying for this position, please send your CV with relevant qualification copies to <a href="mailto:Recruitment@wesizwe.com">Recruitment@wesizwe.com</a> . Should you not hear from the Company within a period of 21 days after the closing date of applications, your application shall be deemed to be unsuccessful. For telephonic enquiries please contact 014 004 1135.	