

IN/EXTERNAL VACANCY

Closing date for applications:	17 January 2020
Position:	Human Resources Manager
Division/Operation	Apex Mining
Location:	Delmas: Groenfontein Farm
Reporting to:	Chief Executive Officer

Purpose of the Role:

Reporting directly to the CEO of Apex Mining, this position will be responsible for developing HR strategies and policies that are aligned with business needs and implement local solutions within the parameters of the group framework to ensure an integrated HR service is provided to all mining operations of the Division.

Key Performance Areas:

- Develop, implement and monitor HR strategies, initiatives, systems, policies and procedures aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues
- Manage the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop, oversee and manage a performance appraisal system that drives an improved performance
- Develop and maintain a compensation and benefit strategy and policy
- Manage the benchmarking of pay with similar positions in the market and propose best solutions for the company
- Assess training needs, implement and monitor training programs
- Report to management and provide decision support through HR metrics
- Develop and manage a departmental budget
- Develop a 5 year Social and Labour Plan, manage its implementation and reporting processes

Minimum Requirements:

Qualification

Qualification in HR Management/Behavioral Science/Industrial Psychology (post graduate qualification will be an added advantage)

Valid Certificate of Fitness

Valid Driver's Licence

Experience & Knowledge

Minimum of 10 years relevant experience (Preferably from within a mining industry) 5 of which must be at management level. Knowledge in legal matters and general data gathering and analysis

Personal Attributes / Competencies

Communication Skills; Assertiveness; Pro-activeness; Team Player; Analytical; Interpersonal awareness.

Employment testing will apply and therefore written, oral or other tests will be administered as a means of determining the suitability or desirability of the job applicant, and we are looking for a specific personality type to match the job's demands.

E-mail Applications with an updated CV to: hr@silq.co.za. Reference Number: HR/6.1.1/R/01/20

The advertisement has minimum requirements listed. Silica Quartz Management reserves the right to use additional/relevant information as criteria for short-listing. Silica Quartz reserves the right not to fill vacancies. Correspondence will only be entered into with short-listed candidates.