



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

HRD OFFICER

GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Coal	DATE	23 November 2021
OPERATION	Manungu Colliery	JOB LEVEL	C Level
LOCATION	Manungu - Delmas	REF NO	TSH035
DISCIPLINE	Human Resources		
REPORTING STRUCTURE: HR Manager			
ROLE SUMMARY (PURPOSE)			
This is an operational role within the Human Resources structure and is responsible for being innovative through research, design, development and implementation of the HRD strategy, learning content, programmes and delivery model in line with the organizational competency framework to enhance employee capability and maintenance of Human Resources practices and systems.			
KEY WORK OUTPUTS AND ACCOUNTABILITIES			
Responsibilities	<ul style="list-style-type: none"> • Design, Develop and implement the HRD strategy in line with the organisational competence framework, leadership brand, HR strategy • Conduct an annual organisational skills audit to assess current competency gaps as against required employee profile to close skills gaps and promote organisational competitiveness and innovation • Compile a training needs analysis and workplace skills plan emanating from the skills audit, IDP's, legislation and policy direction • Manage and align the bursary programme to broader organisational skills requirements and graduate programs • Co-ordinating internal and external courses • Analyse operational trends and take appropriate action in terms of training • Monitoring the effectiveness of HRD and devising solutions for vacancies • Provide the required control and information systems to track operational performance from an HR perspective • Support all disciplines to achieve improved performance • Identify discipline specific training projects aligned to the discipline's strategy • Compliance with MQA, SLP, Mining Charter and BBBEE requirements • Appropriate budget control • Interaction with relevant stakeholders • Ensure co-operation and teamwork between teams by delivering an efficient service • Develop a trusting and mutual respect relationship with stakeholders • Support and participate in the training and development requirements of employees • Prepare ad-hoc reports for HR management or other information customers. • Ensure that system administration requirements are complied with. • Ensure that system technical data is accurately captured and secure • Performance management • Implementing and monitoring adherence to company policies 		
Qualifications/ Experience/Skills/ knowledge	<ul style="list-style-type: none"> • Degree/National Diploma in Human Resources Management • Minimum of 3-5 years in Human Resources Development, of which 3 is in the Mining Environment • Good communication and delegation skills • A valid driver's license • Strong Computer literacy (Advanced MS Excel an added advantage) • Knowledge of VIP (Sage & ESS) is an added advantage • Strategy development and implementation 		

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"> • Management of technical training programmes, Learnerships, Graduate Development Programmes and Leadership Development • Coaching, mentoring and change management • Medically Fit
Additional information	<ul style="list-style-type: none"> • Mbuyelo Coal shall apply the Employment Equity principles as set out in Company's Employment Equity Policy • Incomplete CV's and/or applications will not be considered. • If you do not hear from the Company within 21 days after the closing of the advert, please consider your application to be unsuccessful. • Internal Candidate's that wish to apply for this opportunity must inform their supervisors upon applying
Closing date	The closing date for applications: 30 November 2021
Contact details	e-mail applications, with reference number TSH035 to: hr.manungu@mbuyelocoal.com