

## CAREER OPPORTUNITY

Two Rivers Platinum Mine is a joint venture between African Rainbow Minerals (ARM) (54%) and Impala Platinum (46%) and is managed by ARM. The operation is situated on the farm Dwarsrivier on the southern part of the eastern limb of the Bushveld Complex some 35 kilometres south-west of Burgersfort in Limpopo, South Africa.



## HR CLERK (GRADE: B5)

Reference no: HR/142/26 (Internal/External)



### TERMS & CONDITIONS

The successful candidate will be appointed on the condition of being certified medically fit as per the Mine Health and Safety Act 29/1996. Applicants must be prepared to undergo certain job-related assessments, if required as part of the selection process. Credit, criminal and reference checks may be done by the Mine if deemed necessary.

### EQUITY STATEMENT

Designated groups will receive preference and in making a final selection, consideration will be given to achieving the Mining Charter as well as the TRP Employment Equity Plan.

### POPIA DISCLAIMER

By sending your CV to the e-mail address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that TRP will keep the record of your personal information confidential.

### ADDITIONAL INFORMATION

Interested applicants are requested to submit their CV's with certified copies of their Qualifications to: [recruitmentMD@trp.co.za](mailto:recruitmentMD@trp.co.za) Please be advised that:

- Late applications will not be entertained.
- Only applicants meeting the minimum requirements will be considered.
- If you have not been contacted within three (3) weeks after the closing date, please consider your application to be unsuccessful.
- Correspondence will be limited to shortlisted applicants.
- Two Rivers Platinum reserves the right not to appoint.

Closing date: 30 June 2026

### PURPOSE OF THE JOB

To supply quality HR generalist service to line management.

To implement, adhere and enforce HR policies & procedures.

### REPORTS TO

- Snr HR Officer

### MINIMUM QUALIFICATIONS

- Grade 12, N6 in HR Management (NQF Level 5).
- Computer Literacy (MS Office Package),

### MINIMUM EXPERIENCE

- At least 1 year experience in a HR Mining environment.
- Good verbal and communication skills in English.

### JOB RESPONSIBILITIES

- Provide HR service to all stakeholders
- Labour Management including recruitment, placement & all employee movements within the respective areas of responsibility
- Engagement of new employees on Q Med system: Updating employee information & doing medical bookings on the system
- Responsible for filing of all HR documents
- Labour management in respect of placement and movements implies unavailability management to ensure the labour is moved and placed in line with the unavailability
- Provide line with information on non-attendance of labour
- Planning & scheduling of training, medical and all legal requirements;
- Facilitate & provide line with information for leave scheduling in respective sections
- Facilitate employee development processes with line in the areas of responsibility
- Monitor unfit employees & allocate accordingly on return,
- Assist clients with completion of HR documents
- Liaise & advise line on company policies & procedures
- Submit ad hoc reports to supervisor as in when required
- Report all HR related concerns & any deviations, relating to non-adherence to the HR Officer timeously
- Extracting the Conops report from SACO, analyse it for submission to payroll for processing
- Submission of all payroll & T&A related input for processing e.g. (conops and overtime reports, transfers etc);
- Escalate all unresolved HR related issues to HR Officer
- Ad hoc duties

Our vision: Safe, Sustainable and Profitable Platinum

Visit our website on: [www.trp.co.za](http://www.trp.co.za)

Follow us on LinkedIn: <https://www.linkedin.com/company/two-rivers-platinum-mine>



**FRAUD ALERT**

TRP subscribes to ethical recruitment processes. We will never:

- ◆ Ask for money in exchange for any application, medical assessment, and interview or to be appointed.
- ◆ Display personal contact details or cell phone numbers of individual recruiters on the advert as a form of communication or job application.

