

## 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.



ALWAYS SAFE



CARE



RESPECT



INTEGRITY



EXCELLENCE



TEAMWORK

## TALENT & OD ADMINISTRATOR GRADE : B5 Reference no:(HR/141/26) Internal/ External

TWO RIVERS  
PLATINUM

### 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: 21 May 2026**

### PURPOSE

To provide effective administrative service and support to talent and organisational development initiatives

### REPORTS TO

Talent & OD Coordinator

### MINIMUM QUALIFICATIONS

NQF level 6 in either:

Human Resources / Psychology / Organisational Development

### MINIMUM EXPERIENCE

2 Years administration in either:

Human Resources / Psychology / Organisational Development/Talent Management

### SKILLS

- Intermediate MS office
- Reporting
- Data management

### JOB RESPONSIBILITIES

Coordination and Scheduling: Schedule and coordinate training sessions, workshops and other programs.

- Documentation: Maintain accurate and up to-date records.

- Budget Management: Keep track of expenses, reconcile invoices and ensure that initiatives stay within budget.

- Communication: Engage with internal and external stakeholders using various platforms.

- Logistics: Arrange logistics for training, workshops and other programs.

- Reporting: Prepare reports and presentations on the progress and outcomes of programs.

- Compliance: Ensure that all training and development activities comply with relevant laws, regulations and company policies.

- Feedback and Evaluation: Assist in gathering feedback from participants and stakeholders regarding the effectiveness of development initiatives.

**Our vision: Safe, Sustainable and Profitable Platinum**

<https://www.linkedin.com/company/two-rivers-platinum-mine>

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

Follow us on LinkedIn:



**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.

