



Zondereinde is an established platinum group metal (PGM) mine in the Limpopo province which produces some 300 000 PGM ounces annually. The Zondereinde mine is the home of pioneering technology and innovation both in the underground workings and at its world-class metallurgical infrastructure. Zondereinde is situated some 40km from Thabazimbi, in close proximity to the naturally scenic Pilanesberg and Waterberg reserve.

**ANALYST GRADE 1**  
(ZEMMET06/17) Grade: C upper band

**Role requirements**

- Successful candidate must have a National Diploma in Analytical Chemistry or BSC degree.
- A minimum 6 years relevant experience in a mining production laboratory with a good knowledge of ICP, XRF, Malvern and Leco instruments
- A minimum of 3 years' experience in a Supervisory position.
- Computer literacy

**Required competencies and knowledge**

- Performance Driven
- Emotionally mature
- Willing to work shifts
- Leadership ability
- Problem solving

**Key performance areas**

- General Analytical Techniques
- Instrument programming, operation, maintenance and problem solving
- Quality control
- Supervision and leadership
- Personnel management
- Problem solving
- Organising
- Custom analysis – Fire Assay and Wet Chem
- Health and safety

**Applications close: 28 March 2017**

**ANALYST GRADE 2**  
(ZEMET10/17) Grade: C Lower Band

The role is responsible for the day to day operations of a section of the Laboratory ensuring all quality control procedures are adhered to and agreed turnaround times are achieved.

**Role requirements**

- Successful candidates must have a valid National Diploma in Analytical Chemistry or BSC degree
- At least 3 years relevant experience in a mining production Laboratory with a good knowledge of ICP, XRF, Malvern and Leco instruments
- Supervisory experience and computer literacy

**Required competencies and knowledge**

- Performance Driven
- Emotionally mature
- Willing to work shifts
- Leadership ability

**Key performance areas**

- General Analytical Techniques
- Instrument programming, operation, maintenance and problem solving
- Quality control and supervision
- Custom analysis on specific sample types where a high degree of accuracy and precision is required
- Carries out necessary calculations
- Comply at all times to the safety and health policy of the mine

**Applications close: 28 March 2017**

**SURFACE FITTER**  
(Ref: ZEMET 03/17) Grade: C Lower Band

**Role requirements**

- Successful candidates must have a valid Section 13 Trade Test Certificate
- At least 3 years fitting experience
- Experience on cone and Jaw crushers, conveyor belts maintenance ,vibrator screens, ball mills
- Sound knowledge on hydraulics.
- Furnace & converters experience will be an advantage

**Required competencies**

- Emotional maturity
- Assertive
- Motivator
- Confidence
- Stress handling capabilities
- Independent
- Ability to work alone or as a team.

**Key performance areas**

- Sustainable availability of equipment
- Good housekeeping
- Attend to breakdowns after hours
- Willing to do Standby
- Safety
- Plan task observation, plan inspections and risk assessments
- Attend to plant maintenance and planned shut downs.
- The core work outputs of the role are to ensure that maintenance, repairs and new installations are done timeously and according to standard.

**Applications close: 29 March 2017**

**HUMAN RESOURCES BUSINESS PARTNER**  
(Ref: ZEHR9/17) Grade: C Upper Band

The core work output of the role is to provide Human Resource (HR) support and advisory services to line management and staff within area of responsibility on all people matters. This service will include the provision of guidance and advice in terms of recruitment and selection, employee relations, learning and development, performance management and workforce planning.

**Role requirements**

- Human Resources related Degree or National Diploma
- 4 years' experience in Human Resources, of which 2 year is in a mining environment.
- Medical Certificate of Fitness

**Advantageous:**

- Relevant post-graduate qualification in Human Resources Management
- Registered with the South African Board of People Practices (SABPP)

**Core competencies**

**Knowledge**

- HR Best Practice, HR Regulation, HR Systems

**Skills**

- Strong work ethic, Energy, English Communication proficiency, Interpersonal, Administration, Time Management, Conflict handling, Reporting, Computer literate for role

**Values**

- Emotional Intelligence (EQ), Positive attitude, Decisive, Confidential, Proactive

**Key performance areas**

- **Provide General HR Service Delivery:** liaise and advise line management on key people issues impacting their area of responsibility; reduce turnaround time for line manager and employee complaints.
- **Manage and Plan Labour Availability:** coordinate the scheduling of absences; initiate quarterly leave planning reviews; produce daily labour statistical reports for line manager and HR Operations Manager.
- **Manage Workforce Planning:** participate in the annual Labour Planning process by analysing attrition information and preparing head count reports for forecasting purposes.
- **Supervise Staff:** manage staff in area of responsibility by appointing fully qualified / competent employees; provide coaching/mentoring; succession planning; training & development; resources; discipline and facilitating effective communication.
- **Facilitate Recruitment & Selection and On-boarding:** coordinate all actions relating to recruitment and selection process in line with the strategy; manage entire on-boarding process and deliverables.
- **Monitor and Resolve Disciplinary Incidents:** identify and analyse disciplinary incidents to determine next step of disciplinary process; advise line management on process and procedures; monitor and resolve disciplinary incidents.
- **Advise and report on Employee Relations:** document, review and report and line manager and employee complaints and concerns; elevate disciplinary incidents to HR Operations Manager.
- **Administer Employee Data:** manage employee contract change process.
- **Facilitate Performance Management Process:** verify Performance reviews; ensure that performance discussions is monitored and documented.
- **Facilitate Career & Succession Planning:** coordinate succession planning and Identify high-potential employees in consultation with the Line Manager and Talent Officer; track employees against development; Liaise with Talent Management Coordinator to evaluate new or current positions.

**Applications close: 31 March 2017**

**SURFACE INSTRUMENT TECHNICIAN - PLANTS**  
(Ref: ZEENG 20/17) Grade: C Upper Band

The successful candidate will be responsible for safe and efficient maintenance and repairs in designated working areas surface, in accordance with the legal and safety standard requirements of the mine.

**Role requirements**

- Successful candidates must have a valid Section 13 Trade Test Certificate
- National Certificate (N4 or T2)
- Relevant experience preferably on a mine or plant process environment
- Must have at least 5 years' experience in Industrial Instrumentation field

**Required competencies**

- Performance Driven
- Willing to come out on call
- Emotional Maturity
- Confidence
- Stress Handling and coping capability
- Must be a team player

**Key performance areas**

- Good Health and Safety
- Supervision
- Record keeping and Administration
- Continuous maintenance of equipment
- Installation and Commissioning
- Day to day maintenance and fault finding on Process Control and instrumentation
- Will report to the Senior Technician on daily basis
- Compliance to Mine's Health & Safety Program

**Applications close: 29 March 2017**

**HUMAN RESOURCES BUSINESS ADVISOR**  
(Ref: ZEHR8/17) Grade: C Lower Band

The core work output of the role is to support the HR Business Partner in the provision of HR administration and advisory services to line management and staff within area of responsibility. This will include recruitment and selection, employee relations, learning and development, performance management and workforce planning.

**Role requirements**

- National Certificate in Human Resources
- 2 years' experience in Human Resources, of which 1 year is in a mining environment.
- Medical Certificate of Fitness

**Advantageous:**

- Registered with the South African Board of People Practices (SABPP)

**Core competencies**

**Knowledge**

- HR Best Practice, HR Regulation, HR Systems

**Skills**

- Communication, Interpersonal, Administration, Time Management, Conflict handling, Reporting

**Values**

- Emotional Intelligence (EQ), Positive attitude, Decisive, Confidential, Proactive

**Key performance areas**

- **Provide General HR Service Delivery:** Liaise and advise line management and HR Business Partner on key people issues; reduce turnaround time for line manager and employee complaints.
- **Plan and Administer Labour Availability** Monitor, analyse and report Labour unavailability to HR Business Partner for further action; schedule absences according to plans; analyse and interpret data to establish negative trends which require interventions.
- **Monitor and report on disciplinary incidents:** Identify and analyse disciplinary incidents to determine next step of disciplinary process; monitor, advise and counsel employees' performance and attendance in consultation with HR Business Partner.
- **Advise and report on Employee Relations:** Receive employee concerns or complaints and provide feedback to HR Business Partner; provide information on HR Policies and Procedures where required; provide sound advice (formal & informal) in disciplinary hearings, medical and grievance proceedings.
- **Coordinate Recruitment & Selection and On-boarding** Job posting, talent search and recruitment process administration.
- **Administer Employee Data** Employee data and payroll query administration.
- **Provide Support to Performance Management Process** Update employee files; monitor to ensure performance discussions takes place; return records to Talent Management Coordinator.
- **Support Career & Succession Planning** Provide administrative support to Talent Officer and HR Business Partment with their Career and Succession Planning activities.

**Applications close: 31 March 2017**

**HUMAN RESOURCES RECEPTIONIST**  
(Ref: ZEHR7/17) Grade: B Lower Band

The purpose of this role is to provide a professional front desk service to clients, visitors and staff, and perform administrative tasks as instructed.

**Role requirements**

- Grade 12
- 1 Year Reception experience
- Medical Certificate of Fitness

**Advantageous:**

- Certificate in Office Administration
- 2 Years Reception & Administration Experience

**Core competencies**

**Knowledge**

- Knowledge of Switchboard Operations

**Skills**

- Attention to detail, Energy, Administration, Communication, Interpersonal, Listening, Problem Solving, Telephone Etiquette

**Values**

- Work Under Pressure, Professional, Independent, Patient

**Key performance areas**

**Perform Reception Function:**

- Welcomes all visitors
- Directs visitors to appropriate staff for assistance in accordance with rules and regulations
- Maintains Good Housekeeping principles
- Prioritises all correspondence according to urgency
- Monitors and redirects all telephone communications
- **Provide Administrative Support:**
  - Provides administrative support to HR staff
  - Books accommodation for visitors and all staff undergoing training, consulting across Northam Platinum Limited – Zondereinde Division
  - Creates Village and School Bus tickets and distribute to staff members
  - Confirms staff employment as required
  - Drafts confirmation of residence letters where required by employees
  - Coordinates signing of all files e.g. transport, catering requests and engagement forms.

**Applications close: 31 March 2017**