

Universal Coal Development IV (Pty) Ltd - New Clydesdale Colliery is situated in Kriel, Mpumalanga. The mine is an underground and opencast. We are seeking a dynamic and experienced HR Manager to oversee all aspects of our human resources department.

**INTERNAL/EXTERNAL ADVERTISEMENT**

<b>Vacancy</b>	<b>Human Resources Manager</b>
<b>Job Grade</b>	<b>Paterson Grade D-Upper</b>
<b>Employment Type</b>	<b>Permanent</b>
<b>Reports to</b>	<b>General Manager</b>
<b>Reference:</b>	<b>NCC/HRM/2024</b>

**PRIMARY PURPOSE:** Responsible for various aspects of employee relations, including recruitment, onboarding, training, compensation, benefits, performance management, conflict resolution, and legal compliance. The HR Manager will serve as a link between Management and employees, ensuring a positive and productive work environment.

**KEY RESPONSIBILITIES**

- Ensuring adherence to and effective implementation of company policies and procedures.
- Ensuring implementation of fundamental HR practices such as employee relations, performance management, training and development, developing job profiles and succession planning.
- Promoting sound employee relations and consultation with recognized trade unions.
- Ensure that all statutory reporting requirements are met and initiating corrective action where necessary.
- Advising managers on legal requirements, such as employment equity, the Labour Relations Act, basic conditions of employment act and skills development
- Analyzing the performance of the human resources function and initiating continuous improvement initiatives in line with best practice.
- Foster a positive and inclusive work environment that promotes employee engagement and retention.
- Consult HR executive on decisions impacting all management levels, fostering sustainable transformation within the company.
- Implementing the performance management system and remuneration and reward policies
- Initiating and advising management on the implementation of job enrichment and people productivity enhancement programmes.
- Managing costs within the department.
- Managing all administrative functions

**MINIMUM REQUIREMENTS AND QUALIFICATIONS, AND EXPERIENCE**

- NQF Level 7 qualification in Human Resources or related field.
- Minimum of 8 years of experience in HR management on a Managerial level.
- Strong knowledge of employment laws and regulations.
- Excellent communication and interpersonal skills.

**KNOWLEDGE AND SKILLS:**

- Ability to influence leaders at all levels to support change management initiatives.
- Advanced knowledge of Remuneration, employee benefit best practices and wage negotiation.
- Resilient, self-motivated, and comfortable being a change agent.
- Strong problem solving and decision-making skills.
- Excellent communication and interpersonal abilities
- Knowledge of employment laws and regulations
- Ability to handle sensitive information with discretion.

**How to apply**

Send your updated CV including certified copies of certificates and ID Copy to [ncc.jobs@universalcoal.com](mailto:ncc.jobs@universalcoal.com) Applicants are required to state the reference number of the position they are applying for on the email subject.

**Additional Information:** Preference will be given to internal candidates and suitably qualified candidates from the designated groups in line with the Company's Employment Equity Policy and Plan. Pre-screening, Psychometric assessment, medical fitness assessment and security clearance form part of the recruitment and selection process.

Due to the large number of applications, we envisage receiving, only shortlisted candidates will be contacted. Should you not hear from us within 30 days after closing date, please consider your application unsuccessful.

**Fraud Alert:**

**Universal Coal Development IV (NCC Colliery) will never ask for money transfers or payments from applicants to secure a job.**

Report fraud and corruption through the following methods: online [www.behonest.co.za](http://www.behonest.co.za), Toll free number – 0800 212 754, WhatsApp number – 0860 004 004, Email- [UniversalCoal@behonest.co.za](mailto:UniversalCoal@behonest.co.za)

**Closing Date: 29 March 2024**