



VACANCY: HR Professional

North West Province – Lichtenburg Dudfield Operation

Applications accepted until: 2024-04-05

Number of Openings: 1

AfriSam (South Africa) (Pty) Ltd is a leading supplier of construction-related materials, specialising in the production of Cement, Aggregate and Readymix Concrete. Operating across Southern Africa, the company offers a wide scope of career opportunities and exposure to best practices. At AfriSam we recognise that talented and enthusiastic people are the basis of our ongoing success.

Location:

North West Province – Lichtenburg Dudfield Operation

The successful candidate will be responsible for:

1. Providing an integrated HR service across the HR functional areas.
2. Supporting and guiding management on the implementation of policies and procedures.
3. Supporting management to ensure good IR practices and employee relations.
4. Ensuring a high standard of HR administration and HR reporting in the region.
5. Supporting management to attract and retain the best and most suitable candidates for the region to meet its performance challenges.
6. Facilitating individual and regional organisational development activities to develop individual competence and build organisational capacity.
7. Ensuring compliance to all relevant legislation.

Qualifications, skills, knowledge and experience required:

8. Degree related to Human Resources Management.
9. 3-5 years' generalist HR experience at a fully professional level.
10. Proficient user, SAP HR and Microsoft Office.
11. Thorough understanding of the HR administration requirements.
12. Good business acumen.
13. Good knowledge of change management, HR Statutory legislation and people management processes
14. Excellent interpersonal, communication and interviewing skills
15. Excellent conflict management, facilitation and problem solving skills
16. Driving for results, customer focused and high working standards.
17. Valid driver's license.

How to apply:

Please email your Curriculum Vitae (CV) to vacancies.dudfield@za.afrisam.com and use **HR Professional – North West Province** as the subject line of your email.

We take great care in assessing each application individually, however only shortlisted candidates will be contacted, therefore please deem your application as unsuccessful if you receive no feedback after 2 weeks of sending your CV.

Equity Statement:

Applicants are advised that AfriSam is a designated employer under the Employment Equity Act and as such has an Employment Equity Plan in place. The Company therefore has the right to fill the vacancy in accordance with its Employment Equity Plan in order to fulfill its transformation objectives by preferring designated employees.

