



ROLE PROFILE: HUMAN RESOURCES BUSINESS PARTNER

GROUP FUNCTION / BUSINESS UNIT	Mbuyelo Energy	DATE	29 August 2025
OPERATION	Manungu Colliery (Tshedza)	REFERENCE:	TSH134
LOCATION	Delmas	JOB GRADE	D-Level
DISCIPLINE	Human Resources	DEPARTMENT	Human Resources

REPORTING STRUCTURE

REPORTS TO (TITLE)	General Manager/Group Human Resources Manager
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ROLE SUMMARY (PURPOSE)

This role is a business partner role within the HR structure responsible for the complete human resources function within the operation. Effective deployment and development of the workforce as well as good employee relations. The incumbent is responsible for HR service delivery to the General Manager and a functional reporting line to the Group HR Manager. This role is pivotal in fostering a safe, productive and inclusive workplace, while ensuring compliance with labour legislation and mining industry standards.

KEY WORK OUTPUTS AND ACCOUNTABILITIES

- Effective Human Resources services are provided to mine management to support the achievement of Company goals
- Develop and implement HR strategies aligned with operational goals
- Oversee recruitment, onboarding, and talent management processes
- Ensure compliance with labour laws, mining regulations and BBBEE requirements
- Manage employee relations, grievance procedures and disciplinary actions, as well as represent the company at CCMA level
- Lead performance management and training initiatives
- Support leadership with workforce planning and organizational development
- Champion Women in mining and wellness programs
- Implementing and monitoring adherence company policies
- Assist with management of employee benefits and wellbeing
- Leave and absenteeism management
- Contractor management
- Employee information system management and VIP
- Weekly, Monthly and Quarterly Reporting
- Skills development and EE adherence on SLP, Mining Charter and BBBEE

REQUIREMENTS

QUALIFICATIONS/ EXPERIENCE/ KNOWLEDGE	• HR related Degree/Diploma • +7years' experience in Human resources • Computer literate Microsoft office & VIP knowledge • Certificate of Fitness
Closing Date:	5 th September 2025

Contact:	E-mail complete applications and certified copies of qualifications, with reference number TSH134 , to hr.manunqu@mbuyelo.com
Additional information	• Appointment will be made in line with the Employment Equity consideration. • If you have not heard from us in 21 working days after the closing date, please consider your application as unsuccessful • Internal Candidates that wish to apply for this opportunity must inform their supervisors upon applying