



POSITION : GM: CORPORATE SERVICES

DIVISION : CORPORATE SERVICES

LOCATION : JOHANNESBURG

JOB PURPOSE:

Responsible for the strategic direction and placement to primarily lead and manage the Corporate Services Division (HR, Legal and Facilities) and ensure the provision of efficient and effective services to the AEMFC in accordance with legislative and statutory requirements. To participate as a member of the AEMFC executive management team and fulfil the necessary requirements thereof, including support to the CEO with regards to Shareholder and Board responsibilities and reports.

EDUCATIONAL QUALIFICATIONS:

Bachelor's Degree with Hons in Human Resources/ Industrial Psychology/Social Sciences

Master's in Business Administration/ Leadership will be an added advantage.

Experience:

- A minimum of Eight (8) years relevant experience in Human Resources in a senior level preferably in a mining environment.
- 5 years of Senior Management experience in line management within the HR environment.
- Registration with professional bodies will be added advantage i.e. IPM or SABPP
- Experience with Board processes and its Committee will be advantageous
- Experience in managing multidisciplinary teams, labour forums and remuneration and benefits matters
- Computer Literacy (MS Office Suite)

Attributes

- Results driven, determined and motivated
- Team player who is assertive and confident
- Demonstrate emotional maturity

- Conflict Management, negotiations and presentation skills
- Knowledge of South African Labour Laws and related legislation

MAIN OUTPUTS AND RESPONSIBILITIES

- Design and implement Human Resources and related policies and procedures (being primarily Employee Relations, Performance and Talent Management, Training and Development, Succession Planning, and Remuneration amongst others, including the continuous improvement of these) in line with the organisation's Vision, Mission and Corporate plan.
- Design and implement a dedicated HR Strategy as required embedded in the AEMFC Corporate Strategy/ Plan.
- Lead the Human Resources Team by assigning tasks, objectives to create an efficient and highly productive service to the organisation.
- Contribute towards decision and initiatives by advising on implications to Human Resources, related applicable legislation and structure amongst other things.
- Manage the relationships with external stakeholders within HR industry e.g. Department of Labour, SETAs, Unions and other subsidiaries within the CEF Group of Companies.
- Oversee the Legal Services towards the provision of an efficient service of an excellent standard.
- Manage the Logistics and Facilities department to provide efficient and cost effective services to the organisation and in collaboration with CEF.

Appropriately experienced and qualified persons should please submit their detailed CV's to: - **recruitment@aemfc.co.za**

The closing date for this position is **03 August 2020**.

Note: Should you not receive any correspondence within 4 weeks of the closing date, please consider yourself unsuccessful.

Preference will be given to candidates whose appointment/promotion/transfer improves/enhances representivity at AEMFC (SOC) Ltd.