

INTERNAL/EXTERNAL VACANCIES

Sefateng Chrome Mines PTY Ltd ("SCM") is a Chrome Ore producer situated along the R37 Route, approximately 90km East of Polokwane and/or 65 Km West of Burgersfort in the Limpopo. The SCM underground division, MTC Underground Mining (MTCUM) has a vacancy for suitably qualified and experienced personnel to join the Company. Applicants are invited for the following position:

EMPLOYEE RELATION OFFICER:

Applications are invited from suitably qualified and experienced persons for the position of Employee Relations Officer at Sefateng Chrome Mine under MTC Underground Mine. The incumbent will report to the HR Coordinator and will be responsible to manage the relations between the employer and the employees in a fair and just manner.

MINIMUM REQUIREMENTS:

Formal Education: A recognized National Diploma or Degree in Labour Relations, Industrial Relations, or Human Resources Management (NQF Level 7 minimum). An LLB degree focusing on South African Labour Law will be highly advantageous. **Mining Industry Experience:** A minimum of 3 to 5 years of progressive experience strictly within an underground or opencast mining environment. **Fitness Standards:** Must be declared **Medically Fit** to obtain an underground fitness certificate (Red Ticket) for site and shaft inspections. **Dispute Track Record:** Proven, successful experience representing employers in **CCMA arbitrations**.

KNOWLEDGE & SKILLS:

Assertiveness & Independence: Ability to confidently overrule or correct senior production staff (e.g., Mine Overseers) who bypass HR procedures. **Conflict Resolution:** High competence in de-escalating volatile shop-floor disputes and managing tense union deadlocks. **Administrative Precision:** Impeccable accuracy in drafting legally binding charges, minutes, and warnings that can withstand scrutiny at the Labour Court.

JOB RESPONSIBILITIES:

- **Disciplinary & Grievance Facilitation:** Facilitate, draft, and issue all documentation associated with formal disciplinary actions. Ensure that severe safety infractions are handled via formal tribunals rather than unauthorized progressive warnings.
- **Tribunal Chairing & Guidance:** Act as an expert advisor to line management. Ensure that no unilateral discipline is enacted for dismissible safety violations.
- **Union & Shop Steward Liaison:** Chair scheduled union meetings, manage shop steward engagements, and enforce compliance with existing **Recognition Agreements**.
- **Dispute Resolution & CCMA Representation:** Represent the company at the **CCMA** (Commission for Conciliation, Mediation and Arbitration) up to and including conciliation and arbitration stages.
- **Strike & Unrest Management:** Keep, track, and update conflict registers and maintain a detailed **Strike Diary** during industrial actions, work stoppages, or community unrest.
- **Statutory Safety Realignment:** Partner with the Risk and Safety departments to ensure that violations of ground control, mine-stability, or engineering protocols are immediately escalated to formal inquiries. This protects worker lives under Section 7 of the MHSA.

MTC Mining is an equal opportunity employer. Preference will be given to Historically Disadvantaged South Africans (HDSA), people living with disabilities, youth, and women candidates. Applications are only

open to South African Citizens and Permanent RSA Residents. Pre-screening, Competency assessments, Medical and Security clearance form part of the recruitment and selection process.

applications@mtcmining.com on or before the closing date. Applications received after the closing date will not be considered.

CLOSING DATE: 09 October 2026

If you have not heard from us within 14 days of the closing date regards your application unsuccessful