

# VACANCY

## Internal / External Advertisement

The following vacancy exists within Sylvania Metals (Pty) Ltd:

### **HRD COORDINATOR - WCM**

Sylvania Metals is looking for a HRD Coordinator to support their Western operations (Mooi-nooi and Kroondal) with coordinating training and development events.

#### **Major tasks of the job:**

- Coordinate training and development events according to organisational needs
- Update and maintain training records according to SETA requirements.
- Ensure compliance with company Health and Safety responsibilities and legal and operational requirements,
- Supervise and support trainers and liaise with subject matter experts to ensure quality delivery and outcomes,
- Design and expand training and development programs based on the needs of the plant and the individual produce / develop training materials for in-house courses.
- Conduct needs assessments for the organization, and identify skills and knowledge gaps,
- Manage costs, training records, evaluation, reporting and follow-up,
- Analyze existing training plans,
- Coordinate training programs from outside providers,
- Manage and organize apprenticeship & skills programs
- Design and develop new training programs
- Ensure the availability of training material and equipment according to the training program's requirements.
- Prepare feedback by means of weekly and monthly reporting into training conducted.
- Coordinate the career development process of the workforce.

#### **Knowledge / Education Requirements:**

- Degree in OD ETDP Qualification – NQF Level 5
- Registered Assessor and Moderator
- Computer literate (Microsoft Word, Outlook and Excel).

#### **Experience and requirements:**

- Minimum 5 years' experience in a similar role in the Mining (PGM Flotation and Chrome recovery) environment
- Must be self-motivated, enthusiastic and a team leader.
- Must have excellent written and spoken communication skills.

#### **Other Requirements:**

- Code 8 driver's license with own vehicle
- Must reside in proximity to the operations. (Rustenburg, Mooi-nooi)

Candidates who meet the requirements as stipulated above may apply by sending their CVs and copies of relevant qualifications to the Sylvania HR Department. **Should you not hear from the company in 21 days, please consider your application unsuccessful.**

*By applying for this vacancy, you give consent to Sylvania to process your personal information in line with the Processing of Personal Information Act (POPIA) and the Company's recruitment procedure. Your information will be kept on record for this vacancy only.*

Contact: [recruitmentwest@sylvania.co.za](mailto:recruitmentwest@sylvania.co.za)

Closing Date: **02 November 2024**