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Mokgalo Victor Matabane

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Languages: English, Zulu, Sotho, Sepedi, Tswana, Ndebele, Afrikaans

Career Synopsis

Mokgalo Victor Matabane (known as Victor) is an African Male with over 13 years HR Generalist experience. In my present role I am employed as a Human Resources Manager at Nokeng Flourspar Mine

He has a proven track record of providing an effective and efficient human resource generalist role that is aligned with company strategic goals. He is well -versed in each of the human resources disciplines – recruitment and selection, training and development, talent management, performance management, employee relations, employment equity and BBBEE, talent retention, change management, organizational development, policies and procedures, compensation and benefits.

He has successfully executed HR strategies and delivered business partnering within various organizational in the following sector: Mining industry and Engineering industry

He has expensive Operational HR experience including the management of labour relations, negotiating collective bargaining agreements with unions and managing disciplinary and grievance procedures including representation at the CCMA.

Career Summary

Nokeng Flourspar Mine	HR Manager	June 2022 to date
Mpumalanga Valves Services	HR Manager	Dec 2021 - May 2022
ACT Mining	HR Manager	Feb 2019 – Nov 2021
TSH Mining & Colliery	HR Manager	Jan 2017 – Jan 2019
Atlantis Mining	HR Manager	Oct 2009 – Dec 2016
Nkangala FET College	Lecturer	Oct 2006 – Oct 2009
Mokwadibe H. School	Educator	July 2000 – Sep 2006
Makgamathu H. School	Educator	Feb 1993 – Jun 2000

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Experience

Nokeng flourspar Mine (June 2002 to date)

Position Held: **HR Manager**
Report to General Manager

Services Offered:

Documentation Alignment

- Audit employee files
- Audit existing Employment Agreements
- Align and develop Employee Agreements aligned to Company requirements
- Staff consultation as required
- Implementation

Statutory Compliance

- Audit current organizational compliance levels to. relevant Labour Legislation (i.e. LRA, BCEA, EE etc.)
- Implement as required

Employment Equity (EE)

- Align organisation with legislative requirements
- Develop relevant policies
- Design and implement an EE Plan
- EE Reporting
- Establish an EE Committee and facilitate meetings
- EE Awareness Training

Skills Development

- Alignment of Skills Information as detailed in the latest WSP
- Implementation of Skills Plan:
- Staff Development Program
- Management Development Program
- Results assessment
- WSP & ATR submission

Talent Management

- Assist with Talent Management Process and Succession Plans for key positions

HR Admin

- Facilitate Recruitment Process
- Liaise with Recruitment Agencies
- Assist with sourcing of candidates
- Facilitate interview process

- Feedback to stakeholders
- Generation of Letters of Offer
- New employee Take-on
- Completion of all relevant Company documentation
- Additional tasks related to the successful orientation of the role and responsibilities
- Monthly Management reporting

Policies and Procedures

- Audit current organisational policies and procedures
- Assess current policies and procedures against legislative requirements
- Align/Develop required policies and procedures
- Ensure ratification and implementation of policies and procedures
- Ensure intranet access and posting of policies and procedures

Recruitment and Selection

- Sift and shortlist candidates
- Chair interviews proceedings
- Placement of adverts to media
- Documenting and reporting
- Development of job description
- Ensure legislative alignment of process (i.e. elimination of unfair discrimination etc.)
- Contact successful candidates
- Conduct recruitment

Employee Induction

- Design of a Company-specific Induction Manual
- Facilitate induction of new employees
- Conduct exit interviews

Retrenchment

- Draft Section 189 notices
- Consultation with employees

Discipline Management

- Represent the company at disciplinary/ grievance hearing
- Represent the company at CCMA
- Management of strike action
- Compilation of disciplinary charges
- Suspension of employees
- All administrative duties related to the discipline

Employee Relations

- Review existing procedures
- Design and Develop/Align Company Grievance and Disciplinary Procedure
- Train stakeholders on Procedures
- Design and Develop Poor Work Performance Management Procedure
- Train stakeholders on the Procedure
- Roll-out and implementation of the Procedures
- ER Advisory service
- Advisory capacity with regards to day-to-day management of employee matters
- Attend to disciplinary procedural requirements as required

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BBBEE / Mining Charter

- Implement and monitor compliance to company BEE strategy.
- Assume responsibility for the Company's social responsibility projects and manage the Social and Labour Plan.

Remuneration and Benefits

- Implement and maintain remuneration and benefits within the operation.
- Educate line managers and employees on the Groups remuneration philosophy and conditions of employment.

Budget & Cost Management

- Drive HR related cost savings and manage HR budgets as set by executive management

Diversity and Change Management

- Entrench the organisation's values and culture
- Lead programmes that are aimed at improving employee morale.
- Identify and analyse current organisational effectiveness.
- Initiate and implement operational surveys

HR Strategy and HR Policies and Procedures

- Support the implementation of HR strategy in the business by ensuring that the HR delivery is fully aligned to business goals.
- Support managers and teams in business delivery through enhancing their capability to deliver Strategy into Action, manage their people, implement change and build relations with key stakeholders (internal and external).
- Develop, update and implement all HR policies and procedures

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Skills Development, Talent and Performance Management

- 16.2 Legal Appointee in terms of the Occupational Health & Safety Act 85 of 199
- Identify training /skills / competency needs within the operation and coordinate career development, Succession, and talent management needs in partnership with line management.
- Develop a comprehensive training needs analysis, identify, implement and monitor appropriate learning Interventions (18.1,18.2 learnership)
- Obtain ISO 9001 and MQA accreditation for Operational Skills training.
- Manage the talent management process to ensure every employee is appropriately developed to support succession and capability planning required to meet business objectives and improving business performance
- Implement and manage the performance management process.
- Custodian of effective performance management practices and ensure that all employees are informed of and trained in the application of the performance model management and system, monitoring, evaluating reporting results

Mpumalanga Valves Services (Dec 2021-May 2022)

Position Held: HR Manager

- Report to the Managing Director

Services Offered

Strategic Business and HR Alignment capabilities (Strategic Management)

- Serve as a proactive member of the top management, participating in the management of the business
- Drive HR strategy and alignment

Learning and Development

- Facilitate the execution of Mpumalanga Valves learning and development strategy within the region

Employment Equity (EE)

- Align organisation with legislative requirements
- Develop relevant policies
- Design and implement an EE Plan
- EE Reporting
- Establish an EE Committee and facilitate meetings
- EE Awareness Training

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Policies and Procedures

- Audit current organisational policies and procedures
- Assess current policies and procedures against legislative requirements
- Align/Develop required policies and procedures
- Ensure ratification and implementation of policies and procedures
- Ensure intranet access and posting of policies and procedures

Talent Management and Performance Management

- Assist with talent Management and succession planning
- Drive and facilitate achievement of BBBEE and diversity

Primary responsibility

- Responsible for providing an effective and efficient human resources generalist function that is aligned with departmental and company strategic goals. Successfully implement HR strategy and deliver customer service within the organization

Workforce Planning and Recruitment

- Managed the labour planning and forecasting process
- Provide recruitment, assessment and selection service to the operation to ensure that the appropriate talent is sourced to meet current and future skills requirements in support of the business plan.
- Managed the recruitment and selection process and ensure candidates fit the role and company culture
- Coordinated and managed the orientation of new employees

Employment Equity

- Manage the employment equity and workplace skills plan including all legal and mandatory training.
- Submit the Employment Equity Plans within specified timeframes to the Labour Department

Employee Relations

- Ensure that the company's HR policies, procedures and practices are communicated, understood, implemented and applied consistently to ensure compliance and a harmonious employee relations environment.
- Communicate, consult and assist the managers and employees with sound employee relations policy, procedures, and practices.
- Ensure awareness on LRA, Basic conditions of Employment Act and all other labour legislation
- Manage all ER structures
- Disciplinary and grievance case management
- Chair the Operational Medically Affected Employee Committee
- Represent the company on CCMA Level (conciliation & arbitration)

Reporting and Administration

- Manage company payroll administration.
- Skills Development Reports (ATR & WPS)
- Employment Equity & DOL Reports
- HR Audits & Legal compliance reports

Reason for leaving: Temporary Contract

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ACT Mining (Feb 2019 to Dec 2021)

Position Held: HR Manager

- Report to the General Manager.

Services Offered

Primary responsibility

- Managed the HR Environment
- Ensured Recruitment Processes
- Ensured Talent Management
- Ensured People Development
- Managed the Performance Management Process
- Developed job descriptions
- Ensured Employee Relations
- HR Reporting and team management.

Employee Relations

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- Ensure awareness on LRA, Basic conditions of Employment Act and all other labour legislation
- Manage all ER structures
- Disciplinary and grievance case management
- Chair the Operational Medically Affected Employee Committee
- Represent the company on CCMA Level (conciliation and arbitration)

Discipline Management

- Represent the company at disciplinary/ grievance hearing
- Represent the company at CCMA
- Management of strike action
- Compilation of disciplinary charges
- Suspension of employees
- All administrative duties related to the discipline

Recruitment and Selection

- Sift and shortlist candidates
- Chair interviews proceedings
- Placement of adverts to media
- Documenting and reporting
- Development of job description
- Ensure legislative alignment of process (i.e. elimination of unfair discrimination etc.)
- Contact successful candidates

Reason for leaving: The company was Liquidated

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TSH Mining & Colliery (Jan 2017 to Jan 2019)

Position Held: HR Manager

- Reporting to General Manager

Services Offered

Workforce Planning and Recruitment

- Managed the labour planning and forecasting process
- Provide recruitment, assessment and selection service to the operation to ensure that the appropriate talent is sourced to meet current and future skills requirements in support of the business plan.
- Managed the recruitment and selection process and ensure candidates fit the role and company culture
- Coordinated and managed the orientation of new employees

Policies and Procedures

- Audit current organisational policies and procedures
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- Manage all ER structures

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- Disciplinary and grievance case management
- Chair the Operational Medically Affected Employee Committee
- Represent the company on CCMA Level (conciliation & arbitration)

Employee Induction

- Design of a Company-specific Induction Manual
- Facilitate induction of new employees
- Conduct exit interviews.

Reason for leaving: The company was liquidated

ATLANTIS MINING (Oct 2009 to Dec 2016)

Position held: HR Manager

- Reporting to Managing Director

Services Offered

Recruitment and Selection

- Sift and shortlist candidates
- Chair interviews proceedings
- Placement of adverts to media
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- Implement as required.

Reason for leaving: Retrenchment

Nkangala FET College (Oct 2006 to Oct 2009)

Position held: Lecturer

- Reporting to HOD

Services Offered

Lecturing: Labour Relations
Personnel Management
Personnel Training
Economics.

Reason for leaving: Career Growth

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Mokwadibe H. School (Jul 2000 to Sep 2006)

Position held: Teacher

- Reporting to School Principal**.**

Services Offered

Teaching: English
Teaching: Economics
Business Economics2008
Creative arts.

Reason for leaving: Relocation

Makgamthu H. School (Feb 1993 to Jun 2000)

Position held: Teacher

- Reporting to School Principal

Services Offered

Teaching: Business Economics
Economics
English.

Reason for leaving: Redeployment

Achievements

- Successfully managed Section 189 (LRA) Retrenchments, salary and other condition of services for Atlantis Mining
- Successful Wage Negotiations in 2022 for three years multi term
- Consulting with Unions for the implementation of new shift patterns, WSP submission and employment equity
- Putting together strike contingency plans and being instrumental in ending a 3-week strike over salaries and conditions Of services.
- Establishment of training Center.
- Successfully representing the Company at CCMA,
- Successful implementation of social responsibility projects – ABET, Community Development Projects

Formal Education and Qualifications

- Matriculation-1987- Thagaetala H. School
- BA.(ED)1993-University of the North- Known University of Limpopo.
- Masters Diploma Human Resources-2001-RAU-Known university of Johannesburg
- ACE-ETDP-2009-University of South Africa
- Registered Assessor and Facilitator
- Advance Diploma Business Management-Current-College South Africa.
- Hiring Principles and Strategy-2008-Unisa-Passed with Distinction

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Computer Packages

- Ms office Packages
- SAP HR

• References available upon request •

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