MATLHODI MATSEKOLENG

HR Professional

CONTACT

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Johannesburg, Gauteng

EDUCATION

Management College of SA

2020

Post Graduate Diploma In Business Management

Management College of SA

2014

BCom HRM Honours

Midrand Graduate Institute

2003

BCOM in HRM

Randfontein High

1999

Matric

SKILLS

- SAP 409, 411
- Communication skills
- ER Navigator
- Problem-solving skills
- Organization and time management skills
- People Management and Performance management

PROFILE

I'm a seasoned HR Professional with a Bcom HR Honours degree and a Post Graduate Diploma in Business Management who has specialized in Talent Acquisition, labour relations, labour management and payroll management. Spanning over 18 years experience with the pleasure and privilege of working for leading global organisations with operations spread across the EMEA region and abroad. Being an integral part of HR Teams, I have a strong track record in Talent Acquisition, HR Project Management, People Support and Building Sustainable Relationships with Stakeholders. My focus has been on managing the full recruitment process and ensuring overall performance, delivery, team support and leadership of a recruitment function. A trained Servant Leader, guided by the value focused leadership principle, I am driven by passion, people, and purpose.

WORK EXPERIENCE

HR ADVISOR (HRBP – GENERALIST)

Anglo American – Platinum (South Africa)

May 2013 to 30 May 2024

- HC Strategy: Partners with business leaders, peers, and Centres of Excellences to create, deploy and optimise strategies that will engage Talent in delivering the organization's vision and strategic outcomes. Ensure strategic alignment between HR and core business by aligning HR objectives with business strategy and objectives to ensure we attract, develop, and retain Talent.
- People Management and Performance management: Coach, mentor and develop staff, including overseeing new employee on-boarding and providing career development planning and opportunities. Ensure compliance with performance management policies and procedures; Drive a high-performance management culture within the Portfolio. Coordinate Portfolio's performance management process in close collaboration with line management. Provide competent advice and guidance to line on performance management matters.

WORK EXPERIENCE CONTINUED

- Workforce Planning: Liaise with the portfolio to accurately identify skills and resources required to deliver and achieve objectives. Compile and complete workforce plan as per required format and guidelines for approval. Engage with line management to determine requirements of positions and contents of adverts. Manage the portfolio's staffing process.
- Employment Equity & Transformation: Develop and monitor the implementation of the portfolio's EE plan in line with the employment equity guidelines. Monitor the EE targets within the portfolio and drive implementation of such targets through clear talent management interventions, recruitment plans and development plans. Provide competent advice and guidance to line on diversity and inclusion matters.
- Training and Development: Compile and review the human capital development (HCD) plan annually as per set deadline and format aligned to AAP's HCD strategy. Coordinate the personal development plan and performance management process within the portfolio to accurately identify development needs. Embed the culture of learning within the portfolio. Provide competent advice and guidance to line on training and development.
- Talent and Change Management: Champion Talent Management and HC strategies to drive the achievement of the portfolio's strategic outcomes. Drive the implementation of Talent Forums for review and identification of talent within the portfolio and elevate exposure to the wider business. Identify and implement talent development interventions to enable successful development and retention of talent within the portfolio and business. Implement change management interventions to support the implementation of business strategy and change. Drive change management within the portfolio and in implementation of projects and processes.
- Employee Relations: Drive the implementation of the ER strategy and approach to foster good employee relations culture and full compliance with Anglo American's ER policy and procedure, Code of Good Practice, and all related legislation. Provide competent advice and guidance to line management on Employee Relations matters and case law. Prevent risks from escalation and manage issues timely.

RESOURCING SPECIALIST

Anglo American – Platinum (South Africa)

May 2009 to March 2013

- Sourced, qualified, and influenced talent for all levels of critical/hard-to-fill positions. Developed clearly defined recruitment strategies and sets expectations in partnership with the recruitment team.
- Ensured candidates are appropriately matched to roles to prevent inefficiencies and financial losses due to increased turnover, supervision and/or training. Found the right candidates, at the right time and at the right cost. Identified, managed, and drove utilization of sourcing channels/tools that met the business requirements and achieve efficiencies across the platinum business.
- Contributed to the successful implementation of change initiatives by providing support related to own area of specialisation.

WORK EXPERIENCE CONTINUED

- Conducted recruitment and selection process in accordance with the relevant guidelines and legislation to maintain the quality and integrity of the process. Sourced and attracted the highest calibre of candidates within agreed timelines.
- Analysed data and provided monthly reports that reflect insight into tendencies and patterns by applying relevant research methodologies, tools, and techniques to gather outstanding information effectively and purposefully.
- Ensured that all documentation is handled, maintained, stored, and discarded in terms of legislative and audit requirements. Comply with governance in terms of legislative and audit requirements.
- Perform talent mapping and talent pipelines as a proactive means of adding competitive advantage and mitigating business risk.
- Ensure a proactive service to stakeholders by sourcing relevant talent to fulfil immediate requirements.
- Manage end-to-end process of sourcing and delivering top talent as per agreed benchmarks.
- Cultivate and manage objective working relationships with a variety of stakeholders, including internal customers, HR, end-users, SMEs, and third-party vendors. Ensure that specific needs of stakeholders are addressed effectively and timeously, within the area of specialisation.
- Identified, controlled, and escalated potential risks which may lead to increased costs.
- Managed cost to income to increase profitability and efficiencies for the business. Identified process improvements to save cost.

HR GRADUATE

Anglo American Platinum

January 2007 to April 2009

- Participated in and contributed to the strategic planning for talent management strategy at Anglo American Platinum. Supported the implementation of the talent management strategy.
- Facilitated the management of 450 Bursars and 150 Young Professionals across the HR value chain life cycle from recruitment to permanent placement or termination on an end-to-end basis.
- Managed Bursary and young professionals' recruitment budget management of R6 000,000 and ensured effective management of costs and value for money.
- .Analysed data and provided monthly reports that reflect insight into tendencies and patterns by applying relevant research methodologies, tools, and techniques to gather outstanding information effectively and purposefully.
- Ensure effective Human Resources services are provided to Line Management to support the achievement of plans.
- Ensure effective administration of necessary systems takes place.

WORK EXPERIENCE CONTINUED

- Recruitment and Selection.
- Employee Development plans.
- Talent Management and Succession Plans.
- HR Administration and Employee Information.
- Employee Relations.
- HR efficiency and analysis.
- SAP HR system, Navigator Plus, EMB, SAP 411 , ER Navigator, BPC, SR System.
- Performance Management.
- Labour Planning.

HR PRACTITIONER RECRUITMENT

Anglo American Platinum

January 2006 to December 2006

- Provided talent acquisition administration support on an end-to-end basis. Coordinated preliminary and final interviews as well as the induction of new recruits.
- Supported the talent management team with projects administration, management, and review. Actively contributed to talent management processes improvements.
- Effective development, and coordination of the necessary functional policies, procedures and systems..
- Continuous improvement of Recruitment Procedure.
- Placement of advertisements.
- Recruitment Administration.
- Assessment, risk assessment and reference checks.
- Management of necessary systems.
- To ensure recruitment governance is in place / Ensure adherence to policies, procedures and best practices.
- Monitor SLA's of internal customers and external service providers.
- Expert advice on recruitment (Keeping abreast of industry developments & legislation).
- To organise interviews, and interview candidates.
- To recruit and provide a diverse and sufficient pool of potential candidates through a cost effective and timeous recruitment process.
- Development of targeted advertisements.

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WORK EXPERIENCE CONTINUED

HR ADMINISTRATOR

ABSA Bank

January 2004 to December 2005

- Recruitment:
  - Selection and engagement process and as per set services standards and company policy.
  - Advertising all vacant position.
  - Handle all applications.
  - Conducting interviews and drawing up employment contracts.
  - Liaison with the recruitment agencies.
- General:
  - Process, promote and execute all HR related activities, ensuring that all administration is done according to HR policy and procedures and provide effective customer service to all stake holders within agreed timelines.
  - Develop, and monitor the accurate and implementation of payroll reconciliations and management reports.
  - Facilitating administration process relating to all staff exit.
  - Issuance, completion and submission of all necessary documents regarding exit.
  - Exit interviews to be conducted within 7 days upon receiving the resignation letter.
- Training and Development
  - Managing administration process in support of training and development initiatives.
  - Creating developmental plans and training requests which needs to be first approved by the manager before contacting vendors and booking training.
- Pension Fund Loans
  - Facilitating home loans administration by supplying all the necessary information regarding requested loan and ensuring affordability,
  - IRP5 and Payslip distribution.
  - Ensure that employees receive their payslips on time and that all IRP 5 are issued to all employees.
- Disability claims
  - Management and administration of application until application is finalised.

REFERENCES

Available on request.