

Human Resources (HR) Manager

Department: Human Resources

Summary

The HR Manager will oversee all human resources functions and practices across CA Mining operations. This includes workforce planning, recruitment, onboarding, performance management, training, employee relations, compliance, and HR policy development. The role is essential in aligning HR strategies with operational goals in a dynamic mining environment.

Responsibilities

- Develop and implement HR strategies and initiatives aligned with the company's goals.
- Lead the recruitment and selection process, particularly for technical and site-based roles.
- Oversee onboarding, induction, and retention of employees, including fly-in-fly-out (FIFO) or site-based staff.
- Manage employee relations, conflict resolution, and disciplinary procedures.
- Ensure compliance with local labour laws and mining industry standards.
- Maintain and update company HR policies, procedures, and manuals.
- Coordinate and monitor training and development programs.
- Support performance appraisal systems and employee development plans.
- Handle payroll coordination in collaboration with Finance/Accounts teams.
- Ensure health and safety policies are reflected in HR practices.
- Oversee HR administration including leave, contracts, benefits, and HRIS records.
- Serve as a trusted advisor to management and site supervisors on HR matters.

Requirements

- Bachelor's degree in Human Resources, Business Administration, Industrial Relations, or related field.
- Minimum 3 years' experience in an HR Manager or senior HR role, preferably in the mining, oil & gas, or construction sectors.
- Strong knowledge of labor legislation and HR best practices.
- Excellent interpersonal and communication skills.
- Proven ability to handle confidential information with integrity.
- Experience in managing remote/site-based teams is an advantage.

- Proficiency in Microsoft Office and HRIS systems.
- Ability to work under pressure and in a cross-cultural environment.

Preferred

Postgraduate qualification or certification in HR (e.g. CIPD, AHRI).

- Previous experience in mining jurisdictions.
- Familiarity with FIFO rosters and camp workforce dynamics.