

**CURRICULUM VITAE**

**HANS BOTHMA**

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## 1. Personal Details

- ❑ **Surname** - Bothma
- ❑ **Name** - Hans
- ❑ **Residential Address** - Constantia Str 8  
Culemborg Park  
Randfontein  
1760
- ❑ **Postal Address** - P.O. Box 1043  
Westonaria  
1780
- ❑ **Telephone Number** - 083 655 1519 (Cell)  
011 – 709 4764 (W)
- ❑ **E-Mail** - [jabothma@absamail.co.za](mailto:jabothma@absamail.co.za)  
hansb@firsturanium.com
- ❑ **Nationality** - South African
- ❑ **Identity Number** - 610130 5027 088
- ❑ **Date of Birth** - 30 January 1961
- ❑ **Age** - 50 Years
- ❑ **Gender** - Male
- ❑ **Marital Status** - Married
- ❑ **Dependants** - 3  
(Wife: 47 Yrs /Girl: 20 Yrs/Boy: 10Yrs)
- ❑ **Languages** - Afrikaans: Excellent  
English: Excellent
- ❑ **Health** - Excellent
- ❑ **Drivers License** - Code 08
- ❑ **Criminal Record** - None
- ❑ **Hobbies and Interests** - Road Running

## 2. Education

<b>Higher Education</b>	-	National Diploma HR Development
<b>Institution</b>	-	Technikon SA
<b>Date</b>	-	March 2001
<b>Subjects Passed</b>	-	Personnel Management I Business Management I End user Computing I Financial Accounting I Communication in Afrikaans  Personnel Management II Business Management II Labour Law Management of Training I Industrial Relations I  Personnel Management III Business Management III Management of Training II Industrial Relations II

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<b>School</b>	-	Eric Louw High School: Messina
<b>Standard Passed</b>	-	Matric
<b>Date</b>	-	November 1978
<b>subjects</b>	-	Afrikaans English Mathematics Science Accounting Biology

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### 3. Work Experience

#### Employer 5

- Company** - Mintek  
**Type** - Research  
**Date** - 19 April 2010 to date  
**Current Position** - Head: HR Administration & Systems

#### Duties – Currently

Develop HR system in line with business needs and ensure it supports HR processes and practices  
Continuously review HR systems and processes and identify areas of improvement  
Complete system designs and user requirements to meet identified needs  
Plan and manage the implementation of new systems  
Align HR policies and procedures with HR and Time and Attendance Systems  
Ensure system audits, controls and data integrity  
Manage the provision of Mintek's HR management information (monthly, quarterly and adhoc) to all stakeholders  
Develop, maintain and participate in the annual increment process for Mintek  
Monitor Mintek's salary structure and benefits provision to ensure a balance between the control of costs, attracting and retaining staff  
Develop and implement new benefits packages, ensuring that these are current and competitive and in line with business needs.  
Develop, enhance and maintain HR administration processes, documentation and controls

#### Employer 4

- Company** - First Uranium: Ezulwini  
**Type** - Mining: Gold & Uranium  
**Date** - 25 March 2008 to 11 April 2010  
**Current Position** - HR Coordinator – Remuneration, Operations, Recruitment and Time & Attendance
- Duties – Currently** - **Recruitment & Engagement**  
Provide a comprehensive recruitment and engagement function for all level of employees  
Implement and manage central engagement department  
Requests for employment  
Interviews  
Selection & Contracts  
Medical examinations

TEBA On Mine  
Deaths & Medical Repatriations  
HR Administration & Records  
Long Service Awards  
Referrals for Training

Implement and Manage Induction Programs  
Ensure effective recruitment standards, procedures & labour orders  
Monitor the effectiveness and efficiency of recruitment processes  
Ensure Company recruitment policies and procedures are adhered to

#### **HR Operations**

Facilitate effective manpower planning.  
Maintain computer systems and formats that accurately reflects manpower needs  
Co-ordinate manpower plans of each department to ensure optimal planning and strategic needs  
Integrate manpower plans into financial planning system  
Keep management informed of manpower needs to make timeous decisions on recruitment strategy  
Format and compile manpower reports indicating:  
    Manpower Strengths  
    Leaves  
    Absenteeism and Training etc  
Implement and monitor leave policies and procedures  
Provide advice to management on HR policies and procedures  
Ensure employees are training to meet manpower needs

#### **HR Systems, Processes & Strategies**

Initiate, implement and maintain HR systems, processes and procedures within recruitment, time & attendance and HR operations  
Advise management on employment equity, immigration and legal requirements  
Represent management on committees:  
    HR systems  
    Medical investigations  
Ensure integrity and security of systems  
Ensure HR system maintenance, effectiveness and efficiency  
Manage HR system service level agreements, including enhancements to programs and reports

#### **Line management and development**

Recruit, select and place competent personnel  
Ensure clear areas of responsibilities and accountabilities  
Manage direct reports to ensure efficient performance  
Provide leadership, motivation and inspiration  
Conduct specific guidance, mentoring and training of direct reports

Build relationships with line management  
Conduct disciplinary hearings and actions  
Management and authorize staff leave  
Ensure salary reviews of staff members  
Review and implement succession planning within department  
Liaise with unions and associations when required

### **Time & Attendance**

Implement, manage and roll out a Time & attendance system in collaboration with IT, Security and Finance Department to manage time and access on the mine

- Configuration & Set-Up

- Access Control

- Time Management

  - Shift control

  - Overtime

  - Long & Short Shifts

  - Durations – Early & Late

  - Shift cycles

  - Leave

  - Sick

  - Other time events

- Manpower Control

  - Manpower Planning

  - Gangs

  - Departments

- Contractors Control

Conduct, monitor and manage payroll interface including exceptions and rejections

Ensure availability of effective time & attendance reports

Review time & attendance reports to identify negative trends and occurrences.

Ensure back-up procedures

Ensure and monitor time and attendance audits

### **Financials**

Implement and manage budgets within department

Manage and approve payment of invoices

### **Communication**

Lead and/or attend formal and informal meetings

- Daily staff meeting

- HR meetings

- Management meetings

### **Remuneration and Performance Management**

- Job Analysis

- Job Evaluation

- Job Grading

- Job Descriptions

- Remuneration, i.e. Salary Surveys, Administration,

Salary ranges etc.  
Incentives and Bonus Schemes  
HR Information Systems  
Policies and Procedures

### **Employer 3**

- Company** - Own Business: Cash Crusaders Florida – Retail Industry  
20 September 04 to date  
Managed by Spouse

### **Employer 2**

- Company** - South Deep Gold Mine
- Type** - Mining: Gold
- Date** - 17 August 1987 to 31 March 2004
- Current position** - HR Coordinator – Performance Management & Remuneration  
(Appointed as HR Coordinator 01 Jul 93 to 31 March 2004)

- Duties – Currently** - **Remuneration and Performance Management**  
Job Analysis  
Job Evaluation  
Job Grading  
Job Descriptions  
Remuneration, i.e. Salary Surveys, Administration, Salary ranges etc.  
Incentives and Bonus Schemes  
Competency Assessments  
Performance Measurement and Indicators  
Employee Development Programs  
Leadership development  
HR Information Systems  
Policies and Procedures  
Recruitment and Engagement - Foreign Employees  
Job Postings and Advertisements  
HR Globalization

- Duties - Previously** - **Labour Engagement and Administration**  
Recruitment and Selection  
Engagements  
Provident Fund Administration  
Long Service Administration  
Retirements  
Medical Repatriations  
Death reporting and Administration  
TEBA Messages

- **Operational**  
 Manpower Planning  
 Staffing: Placements  
                   Movements  
                   Promotions and Appointments  
 Staffing: Terminations / Resignations  
                   System Maintenance: GMMS  
   T&A  
   Reports  
  
 Training  
 Absentee and Sick Control  
 Leave Scheduling  
 Management Information – Reports  
 Supervision and Control  
 Development of subordinates  
 Manpower Audits  
 Operational Procedures
- **Company Housing**  
 Administration and Control  
 Allocation

### 3. Work Experience (Previous Positions)

- o **Other positions held** - Personnel Officer - 01 Oct 91 to 30 Jun 93  
                                   Manning Officer - 01 Mar 90 to 30 Sep 91  
                                   Assistant Personnel Officer - 17 Aug 87 to 28 Feb 90
- o **Duties** - **Operational**  
                   Manpower Planning  
                   Staffing: Placements  
                                   Movements  
                                   System Maintenance: GMMS  
   T&A  
                                   Leave Scheduling  
                   Training  
  
                   **Industrial Relations**  
                   Grievances  
                   Disciplinary Hearings Complaints  
                   Absentee Control  
  
                   **Time and Attendance**  
  
                   **Hostel Administration, Feeding and Maintenance**

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## Employer 1

<b>Company</b>	-	Administration Board N-Tvl
<b>Type</b>	-	Semi-State
<b>Date</b>	-	01 June 1981 to 15 August 1987
<b>Reason for Leaving</b>	-	Retrenched: Organization merged With Government Administration
<b>Positions held</b>	-	Labour Officer Inspector Snr Inspector
<b>Duties</b>	-	Township Administration and Management Labour Registration and Inspections Court Proceedings

## 4. Skills and Courses

### Courses

1988	-	Business Writing Skills
1989	-	GMMS
1991	-	Introduction to Management Principals
1991	-	Human Resources Management
1992	-	Safety and Loss Control
1993	-	Introduction to PC and DOS
1993	-	Lotus 1-2-3
1996	-	Coaching and Mentoring
1998	-	Excel Basic and Advance
1998	-	Access Basic and Advance
2002	-	Global Remuneration (GR 1 to 8) – South Africa Reward Association and World at Work

### Other

Member of the Board of Trustees – JCI Medical Scheme

## 5. Awards & Achievements

- ❑ Human Resources Practitioner of the Year 1994 – Western Areas Gold Mine
- ❑ Lead the introduction of staffing through the HR information system.
- ❑ Lead the HR team to develop and implement Performance Management (Output & Competency based), Employee Development Programmes and Succession Planning for South Deep Gold Mine.
- ❑ Link Performance results to Annual salary increase for South Deep Gold Mine
- ❑ Align Job Evaluation and Grading system with South Deep Gold Mine Structure and Remuneration philosophy. Developed a broadband rate schedules based on the 3<sup>rd</sup> quartile of the labour market.
- ❑ Nominated as the primary contact for South Deep Gold Mine to lead the HR Globalization initiative through Placer Dome International.
- ❑ Enhance South Deep Gold Mine job evaluation and grading system in consultation with Deloitte Human Capital to allow for working effort and conditions as requested by the National Union of Mine workers (NUM).
- ❑ Participate as team member to develop and implement new incentive and production bonus schemes for South Deep Gold Mine.
- ❑ Member of the Project Team to design and implement a Enterprise Wide Solution (EWS - Rubico) for South Deep Gold Mine: HR, Payroll and Time & Attendance
- ❑ Roll out and Implement HR Processes, Practices and Principles for First Uranium i.e. Time & Attendance, Recruitment, Shaft Operations, Policies & Procedures etc

## 6. References

**Contact Person** - P Von Wielligh  
**Position** - HR Consultant  
**Telephone Number** - 083 655 2537

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**Contact Person** - V Du Plessis  
**Position** - HR Consultant  
**Telephone Number** - 082 584 1908