



WE ARE HIRING



TALENT ACQUISITION & RECRUITMENT SPECIALIST

CLOSING DATE: 09 OCTOBER 2026

POSITION

Talent Acquisition & Recruitment Specialist

CLOSING DATE

15 October 2026

LOCATION

Blok F, Wellness World Corporate Park, R511, Hartbeespoort, 0216

EMAIL

hr@minesafeglobal.com

(Subject line: Talent Acquisition & Recruitment Specialist – Mine Safe Global)

OVERVIEW

Mine Safe is seeking to appoint a highly motivated, professional, and results-driven **Talent Acquisition & Recruitment Specialist** to manage the full recruitment and selection function for the company.

The successful candidate will be responsible for identifying, attracting, screening, and securing suitably qualified candidates for current and future vacancies across all business divisions. This position requires an individual who can proactively build talent pipelines, conduct recruitment campaigns, verify candidate credentials, and ensure that only suitably qualified and competent candidates are appointed.

MINIMUM REQUIREMENTS

- Grade 12 (Matric) and/or equivalent qualifications
- Relevant qualification in Human Resources, Industrial Psychology, Business Management, Recruitment, or a related field
- Minimum 5 years' proven recruitment and talent acquisition experience
- Experience recruiting technical, engineering, mining, artisan, administrative, procurement, and management personnel
- Valid South African Driver's Licence
- Own reliable transport
- Computer literate with advanced Microsoft Office skills
- Experience using recruitment platforms such as PNet, LinkedIn, Career Junction, and similar systems
- Excellent communication skills in English and Afrikaans
- Strong interviewing and candidate assessment skills
- Ability to work independently and manage multiple vacancies simultaneously
- High level of professionalism, integrity, confidentiality, and attention to detail

KEY RESPONSIBILITIES

- Identify, source, and recruit suitably skilled and qualified candidates who align with Mine Safe's operational requirements, company culture, and future workforce needs.
- Maintain a proactive talent pipeline to ensure suitable candidates are available for current and anticipated vacancies.
- Manage all recruitment and selection activities from vacancy approval through to appointment.
- Develop and publish professional vacancy advertisements across appropriate recruitment platforms.
- Conduct CV screening, telephonic interviews, competency assessments, and structured interviews.
- Coordinate interview schedules with Departmental Heads and Hiring Managers.
- Verify all qualifications, certifications, trade test certificates, references, driver's licences, employment history, and supporting documentation before any offer of employment is made.
- Conduct background screening and criminal record checks where applicable.
- Possess a sound understanding of procurement and supply chain recruitment requirements to effectively source suitable candidates for procurement-related and administrative positions.
- Develop comprehensive and accurate job advertisements clearly outlining duties, requirements, competencies, and expectations for each position.
- Build relationships with technical colleges, training institutions, universities, trade schools, and industry bodies to attract talent.
- Maintain a recruitment database and talent pool for future staffing requirements.
- Prepare recruitment reports, vacancy status updates, and hiring statistics.
- Work closely with Departmental Heads to understand operational requirements and workforce planning needs.
- Coordinate onboarding processes in conjunction with HR.
- Maintain strict confidentiality regarding all recruitment activities and candidate information.
- Promote Mine Safe as an employer of choice through professional recruitment practices.

APPLICATION PROCESS

Interested candidates are invited to submit a comprehensive CV, copies of qualifications, driver's licence, and supporting documentation to: hr@minesafeglobal.com

Only shortlisted candidates will be contacted. If you do not receive feedback within 30 days after the closing date, please consider your application unsuccessful.



Email All Documentation:

hr@minesafeglobal.com



Subject Line for Email:

Talent Acquisition & Recruitment Specialist – Mine Safe



Closing Date for Applications

09 October 2026

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