

ABOUT DPMMETALS BH

We value a diverse and motivated workforce that thrives on seeking responsibility for excellence. DPMetals BH is committed to building a working environment that is secure, fair, and diverse and a culture that fosters leadership and allows every person to contribute and realize their potential. Sound employment practices are crucial to developing a workforce with the necessary skills and qualities to support a successful, ethical, and responsible business. Diversity is celebrated and encouraged. Preference will be given to citizens and individuals from local communities.

All new hires will be selected based on culture fit and alignment of values.

Position: Senior HR Advisor

Main responsibilities

Talent Acquisition and Development

- Work closely with HR Superintendent and hiring managers to define recruitment needs and plan the hiring process; follow hiring goals (e.g. quarterly and annual); Track recruitment KPIs, like time to hire, source of hire and time to fill; Manage all communication with candidates from the moment they apply until the end of candidate cycle (offer creation or rejection);
- Creation and leading recruitment campaigns in cooperation with Senior HR Advisor and HR Superintendent; Interview candidates at various stages of the hiring process.
- Ensure all company recruitment practices are in line with country legislation and ensure ethical recruitment practices, taking care of diversity and inclusion as integral part of People department strategy.
- Follow Recruitment Policy to make assure the candidates are hired according to expectations and budgets.
- Establishing and building relationships with the different stakeholders at community level and educational institutions.
- Establish community-based talent pools
- Contributes to Talent & Learning needs definition and participates in implementation of initiatives created by Talent & Learning Team.

Employee Surveys

- In cooperation with Systems and Processes and HR Superintendent, coordinates employee surveys and is responsible for the whole process – from the beginning to creating reports in order to assure the surveys are done on time, with the highest quality and confidentiality, including follow up actions and recommendations out of the actions proposed.

Talent Retention

- Work closely with HR Superintendent in identifying top talents, work on planning of certain needed actions, to make sure their retention in the company.
- Implement retention actions and initiatives, in coordination with HR Superintendent.

Employer Branding

- Oversees communication with the candidates/new hires, making sure that our

company maintains a positive reputation as an employer (for example in community, LinkedIn and social media); develops engagement programs, actively communicates in social media promoting the company.

HR Reporting

- Effectively use metrics to track performance, propose and implement data-driven decisions, and ensure that HR practices align with organizational goals (enhance employee engagement, improve productivity, reduce turnover) .

Exits

- Runs exit interviews and prepares reports. Makes sure the Exit Policy and local procedure is followed through in order to assure smooth separation with the company.
- Propose relevant action, in coordination with HR Superintendent.

Contractor Management

- Overseeing the terms, compliance, and relationship between AMBH and outsourced advisor/service provider, which includes defining scope of work, contract negotiation and creation, onboarding contractor, monitoring the performance and quality of the services provided, maintaining professional and positive professional relationship with advisor/service provider.

ABOUT YOU

The most successful candidate will ideally possess the following

- ✓ BA in law, business, economy, HR or equivalence in experience.
- ✓ Proven understanding of all HR disciplines including organizational development, employee relations, talent planning and acquisition, learning and development, and compensation.
- ✓ Knowledge and understanding of Mining environment dynamics; knowledge on Mining law requirements.
- ✓ 5+ years of experience in Talent Acquisition in fast pace industries, work environment experience in Mining industry is an advantage.
- ✓ Experience in international corporates and fast pace environment.
- ✓ Recruitment Agency experience is a plus; mass recruitment experience.
- ✓ Experience of various sourcing models (e.g., LinkedIn, social media, Headhunting, Expression of interest etc),
- ✓ Experience in Employee Engagement and Employee Experience expertise.
- ✓ Contract management of external service providers.
- ✓ Experience of various stakeholder management.
- ✓ Driver's licence is essential.
- ✓ English Proficiency – C level proficiency.

ABOUT OUR PROCESS

At DPMetals BH, we are committed to hiring individuals who align with the company's values and meet the requirements of the role. As part of the hiring process, there are various checks that can be conducted to establish the suitability of candidates for a role, including police/criminal checks, medical checks, business partner checks, right-to-work checks, occupational assessments, and/or reference checks.

HOW TO APPLY?

To apply for this role, please send a copy of your Resume clearly indicating the name of the role, to posao@dpmmetals.com

Please note that only shortlisted candidates will be contacted for further consideration. Once again, thank you for your interest in DPMetals BH. The vacancy is open until we find our best match. We wish you the best of luck in your job search!