

## DEPARTMENT OF MINERALS AND ENERGY

- APPLICATIONS** : The Director-General, Department of Minerals and Energy, Private Bag X59, Pretoria, 0001
- FOR ATTENTION** : Mr H Marakalala/ Ms E Lethole
- CLOSING DATE** : 19 June 2009
- NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

## OTHER POSTS

- POST 22/48** : **MINERAL LAWS ADMINISTRATION OFFICER**
- SALARY** : R117 501 per annum
- CENTRE** : Western Cape Regional Office
- REQUIREMENTS** : A recognised, appropriate Law degree is a prerequisite with knowledge of the appropriate laws and policies relating to mining, minerals and the environment, the law of contracts, interpretation of statutes, administrative law. etc. A valid Code 8 drivers licence is a must is the incumbent will conduct field inspections/ attend meetings PLUS the following key competencies:  Knowledge of: The Mineral and Petroleum Resources Development Act, 2002 and the now lately repealed Minerals Act, 50 of 1991, Mining Charter. The Mineral Petroleum Titles Registration Act, 24 of 2003. The Public Service Act, 1994 and other previous and current related statutes relevant to mining and the environment  Skills • Ability to interpret the mineral and mining agreements, legislation and policies and render necessary advice. Ability to draft and compile submissions to the Minister/DG/DDG and other departmental officials. Ability to mediate in and resolve conflict situation. Computer literacy  Communication: Excellent verbal and written communication skills coupled with diplomacy and professional conduct.  Creativity A dynamic individual and team player of creative thinking and easy adaptable to change. Ability to solve problems in a creative and constructive manner. Recommendation/Note: Valid driver's licence and ability to work under pressure
- DUTIES** : KRA's: Process and evaluate applications for prospecting, mining and related rights in terms of the Mineral and Petroleum Resource Development Act, 2002. Compile submissions for the Ministry/Director-General/Deputy Director-General for the granting/refusal of applicable rights. Render advice and assistance to clients and provide an information service to them. Attend to a wide variety of enquiries concerning rights applied for etc.
- ENQUIRIES** : Ms S Kunene 021 419 6105
- POST 22/49** : **HELPDESK ADMINISTRATOR**
- SALARY** : R117 501 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A National Diploma in Information Technology or A+ Training with a pass for the A+ International exam with relevant Desktop & Helpdesk experience and a driver's licence will an advantage PLUS the following key competencies:  Knowledge of • Microsoft products such MS Office 2003, Windows 2000/XP, Basic Networking, Heat Call logging system; Remote Control of desktops; SMS (Systems Management Server) and Columbus; Desktop Support and installation of hardware components; LAN or WAN basic knowledge  Skills: An MCSE will be an added advantage; Telephone Etiquette & Troubleshooting skills critical; Problem solving; interpersonal skills; team orientated; Listening • Team orientated • Proactive  Communication: • Proficient in English. Should be able to communicate clearly both written and verbally with IT customers at different levels within the department  Creativity: Ability to work under pressure. Should be willing to work overtime when required.
- DUTIES** : KRA's: • Configure and troubleshoot computer desktops, laptops and printers. Travel to Regional offices to provide desktop support. Provide 2nd line support to all DME users requiring desktop support. Answer of Helpdesk telephones and managing own calls on Heat as per team OLA (Operational Level Agreement). Attend to 2<sup>nd</sup> line support calls assigned on Heat. Configure, Install, repair, and arrange replacement of computer • Liaise with external hardware suppliers on

hardware replacement issues • Handle movement of IT Hardware between Head Office and Regional Offices • Provide remote desktop support to regional and Head Office users

**ENQUIRIES** : Miss Pateka Maka ☎ 012 3178128

**POST 22/50** : **SECURITY RISK OFFICER**

**SALARY** : R58 290 per annum

**CENTRE** : Springbok

**REQUIREMENTS** : Junior Certificate and PSIRA registration, at least one year security experience PLUS the following key competencies 2*Knowledge of Constitution of Republic of South Africa, (Act 108 of 1996 ) Criminal Procedure Act, 1997 (Act 51 of 1997) as amended, Relevant Security legislation and Safety Precautions. Skills: Good problem solving skills Good planning and organising, Communication Good communication (written and verbal), Well developed interpersonal relations, Creativity: Innovative and creative thinker. Recommendation: Candidate must be at least registered with PSIRA Grade E.*

**DUTIES** : Protect personnel, assets, and information, Perform access control (guard, patrol and office security duties). Monitor electronic security systems, report and investigate breaches of security. Conduct daily inspection of security, health and safety risk timeously in the building. Proper completion and administration of all relevant (e.g. OB Key control registers etc)

**ENQUIRIES** : Mr MC Mabena ( 012 3178281