

DEPARTMENT OF MINERAL RESOURCES

<u>APPLICATIONS</u>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Pretoria, 0001
<u>FOR ATTENTION</u>	:	Ms E Lethole / Mr H Marakalala
<u>CLOSING DATE</u>	:	12 February 2010
<u>NOTE</u>	:	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.

MANAGEMENT ECHELON

<u>POST 04/51</u>	:	<u>DIRECTOR: MINE ENVIRONMENTAL POLICY, RESEARCH AND DEVELOPMENT</u>
<u>SALARY</u>	:	R615 663 per annum all inclusive package Level: 13
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A post graduate degree in Natural Sciences, Geology or Environmental disciplines with extensive experience in related learning fields. PLUS the following key competencies: <ul style="list-style-type: none"> ☐ Knowledge of: Mine environmental management and sustainable development. Policy formulation procedures. Research, analysis and development processes. All applicable legislation. Various mining methods, related impacts and related rehabilitation techniques processing of minerals. Rehabilitation principles and methods and mine closure ☐ Skills: Well developed skills for high level management. Leadership. Policy implementation and negotiation techniques. Problem solving and organisational skills. Ability to research, draft contracts and tender documents within the relevant public service prescripts as well as drafting of strategies to support policies in place. Project management. High level presentations. ☐ Communication: It is expected that the incumbent should be able to communicate with different stakeholders at a high level. The incumbent must be a good public speaker and must have good report writing abilities. ☐ Creativity: The incumbent must innovative and creative. Must be able to provide strategic direction
<u>DUTIES</u>	:	Undertake research. Develop mine environmental policies, and Strategies. Advise the Minister on matters pertaining to mine environmental damage, from past legacies to current and rehabilitation thereof. Implement the national rehabilitation strategy. Develop measures to strengthen the implementation of environmental requirements in terms of the MPRDA and NEMA. Coordinate and investigate applicable enquiries received by the Minister and the department. Participate in national processes and international for a relating to the county's environmental obligations.
<u>ENQUIRIES</u>	:	Ms Ntokozo Nzimande ☎ 012 679 9114

OTHER POSTS

<u>POST 04/52</u>	:	<u>CHIEF/PRINCIPAL MINERAL ECONOMIST</u>
<u>SALARY</u>	:	R378 456 per annum, inclusive package Level: 11
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three or four year degree / diploma in Geology, Metallurgy, Economics or Chemical Engineering, with substantial experience in the minerals and mining industry. PLUS the following key competencies: <ul style="list-style-type: none"> ☐ Knowledge of : <ul style="list-style-type: none"> • Advanced knowledge and expertise with respect to South Africa's mineral / mining industry especially in the field of mineral commodities as well as acquaintance with diversified mining and minerals terrains worldwide. Knowledge of the Industrial Minerals will be an added advantage. • Knowledge of Minerals/Mining Acts and policies and other related policies • Computer literacy in e.g. spreadsheet, database, presentation and word processing software ☐ Skills: <ul style="list-style-type: none"> • Analytical, research and presentation, as well as good time management. ☐ Communication: <ul style="list-style-type: none"> • Sound verbal and written communication ability

ENQUIRIES : Ms E.M.M. Breytenbach ☎ 012 317 8695

POST 04/55 : **PRINCIPAL PERSONNEL OFFICER**

SALARY : R130 425 per annum, Level 7
CENTRE : Head Office Pretoria
REQUIREMENTS : A Senior Certificate and sufficient experience in Conditions of Service matters or a formal HR qualification with some experience in Conditions of Service matters. PLUS the following key competencies: ☐ Knowledge of • Public Service Regulations • Financial Manual • PSCBC Resolutions and HR Legislation ☐ Skills • Computer skills (MS/Suite and Persal) • Supervisory skills • Sound interpersonal relations • The ability to interpret HR prescripts and apply them • Organizing skills (Ability to work under pressure with several different issues simultaneously). • Numeracy skills • The ability to identify urgent and/ or important matters • Receptive to ideas and suggestions from supervisors, sub-ordinates and other clients ☐ Communication: • Good verbal and written communications skills ☐ Creativity: • Must be an innovative thinker and be able to express the creativity. Recommendation/Note: Preference will be given to employees with a formal HR Qualification. Knowledge of Salary Structuring for Senior Management will be a recommendation. The candidates will also be subjected to computer/typing and calculation test during the interview.

DUTIES : Check and administer all Conditions of Service (Terminations of Service, Leave, Medical Aid, Housing, Pension, Injury on Duty, resettlement issues, overtime, allowances, transfers to other departments) and utilise Persal. • Evaluation and development of sub-ordinates • Give advice to clients on Conditions of Service Give inputs for the development of policies

ENQUIRIES : Ms Jo-Dene vd Westhuizen/ Ms Millicent Mpapele ☎012 31788383/ 3178150

POST 04/56 : **HELPDESK ADMINISTRATOR**

SALARY : R130 425 per annum, Level 7
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 2003/2007, Windows 2000/XP, Basic Networking, Heat Call logging system; Remote Control of desktops; SMS (Systems Management Server); 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 : 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 2nd line support calls assigned on Heat Configure, Install, repair, and arrange replacement of computers • 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 : Mr Tshililo Mudau ☎ 012 317 8028

POST 04/57 : **ADMINISTRATOR: INTERNAL AUDIT 1 POST**
One year contract

SALARY : R 87 978 per annum, Level 5
CENTRE : Audit Services Chief Directorate
REQUIREMENTS : An appropriate B Degree with Accounting, Auditing or Office Administration as passed subjects. One (1) year experience in performing administrative duties (experience within an Internal Audit environment will have an advantage) PLUS

		the following key competencies: ☐ Knowledge of: • Document Management Procedures, Leave Management Procedures, Minute writing, Stationery and Petty Cash Management Procedures, working knowledge of Ms Excel and Ms. Word. ☐ Skills: • Analytical thinking • Problem Solving. ☐ Communication: • Verbal and written communication.
<u>DUTIES</u>	:	Prepare, update and revise the scheduling plan, training plan, collect timesheets and prepare productivity reports. Receive leave forms, refer leave forms to the manager for approval, check against the schedule and prepare the monthly leave schedule and the Annual Leave Plan. Ensure timely stationery and Petty cash requests. Record the issuing of audit reports and track related submissions. Assist in scheduling of closing meetings and recording the ratings of the unit's performance by auditees. Ensure the safekeeping of documents within the unit by maintaining an effective filing system. Arrange meetings within the unit (e.g Audit Committee Meetings, Management Meetings and Staff Meetings), Prepare meeting documents and ensure the safekeeping of Audit Committee records and Management Meeting records.
<u>ENQUIRIES</u>	:	Ms. Eunice Kgogome ☎012 679 9513
<u>POST 04/58</u>	:	<u>SENIOR ADMINISTRATIVE CLERK: STATISTICS</u>
<u>SALARY</u>	:	R87 978 per annum, Level 05
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Senior or equivalent certificate with at least two of the following subjects: English, Mathematics, Accountancy, Economics, Physical Science or any commercial subjects, plus appropriate experience or progress towards a relevant tertiary qualification. PLUS the following key competencies: ☐ Knowledge of: • Knowledge of statistics, databases, administration and filing systems; • Knowledge of spreadsheets and word processing software; • Basic knowledge of mineral commodities and minerals industry; ☐ Skills: • Ability to use computer systems and to recognise errors and anomalies and correct accuracy; • Ability to organise information systematically ☐ Communication: • Excellent communication skills (Written and Verbal) ☐ Creativity • Ability to compile and analyse data. Recommendation/Note: Ability to use computer systems and recognise anomalies. A valid driver's licence is not essential, but will count in an applicant's favour. Short listed candidates must be willing to undergo a competency assessment exercise.
<u>DUTIES</u>	:	Validate and enter statistical information submitted by mining companies on to the SAMINDEX database system within specified timeframes • Liaise with mines and other organisations where figures are questionable or have not been received • Ensure that statistical returns are filed in accordance with Departmental policies and the specifications of the National Archives and Records Service of South Africa Act • Make corrections to the recorded data as instructed by supervisor • Provide clerical support to the Directorate Mineral Economics
<u>ENQUIRIES</u>	:	Mr Martin Kohler ☎(012) 317 8485
<u>POST 04/59</u>	:	<u>ADMINISTRATION CLERK</u>
<u>SALARY</u>	:	R735 84 per annum, Level 4
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 and experience PLUS the following key competencies: ☐ Knowledge of: • Administration and filing systems, Microsoft word, Excel, power point, PFMA ☐ Skills: • Ability to use computer • Ability to organise information systematically • ☐ Communication: • Excellent verbal and written communication • Ability to communicate at all levels • ☐ Creativity: • Ability to compile and analyse data
<u>DUTIES</u>	:	The managing and control of all administrative tasks • The rendering of all logistical administration matters • Assist with the organization of meeting and workshop and provide secretarial support at meeting and record minutes, writing of report and submissions • Assist with administration of projects • Assist with compilation/typing of business analysis documentation
<u>ENQUIRIES</u>	:	Mapaseka Mashigo ☎ 012 317 8675