

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : The Director-General, Department of Mineral Resources, Private Bag X59, Pretoria, 0001
- FOR ATTENTION** : Mr H Marakalala / Ms E Lethole
- CLOSING DATE** : 19 February 2010
- 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. All applications must be sent to the address provided above, and Not to the specific region(s) Note: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

OTHER POSTS

- POST 05/65** : **INSPECTORS OF MINES: OCCUPATIONAL HYGIENE X4**
- SALARY** : R378 456 (inclusive package) Level: 11
- CENTRE** : (Limpopo Region (Polokwane) x 2
(Mpumalanga Region (Witbank) x 2
- REQUIREMENTS** : A Mine Environmental Control Certificate coupled with extensive relevant experience. Physical fitness in order to work underground in adverse environmental conditions PLUS the following key competencies:(Knowledge of:(Intimate knowledge of Occupational Hygiene Activities and Procedures(Basic research(Knowledge of office procedures(Intimate knowledge of Mine Health and Safety Act and Regulations(Risk Management and proficiency in use(knowledge of Human Resource and Labour Relations Act.(Skills:(Report writing and formulation(Communication skills(Ability to identify real problem on accident investigation Communication: Good communication (Written -reports and letters and Verbal) Creativity Ability to analyse workload and work – related problems, draft and implement a strategy to ensure an improvement.
- DUTIES** : KRA's: The appointee's primary responsibility will be monitoring of compliance with the provisions of the Mine Health and Safety Act (Act No.29 of 1996) . In addition, they will: (Conduct inspections and audits (surface and underground) conduct inquire and investigations into accidents and incidents or any occurrence practice or condition compromising health and safety at mines(Make inputs to develop strategies required to monitor mines in respect of legal compliance(Giver support and assistance in the promotion of health and safety in the mining industry(Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms(Participate in the tripartism structures and develop strategies towards the promotion of tripartism in the mining industry(Manage information systems, support and develop a transformation process within the Regional Office(Investigate and inquire on accidents and Occupational Hygiene problems and ensure remedial measures are instituted.
- NOTE** : Appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid code 08 driver's licence
- ENQUIRIES** : Mpumalanga Region (Witbank), Mr LJA Bezuidenhout ☎013 656 1448
Limpopo Region (Polokwane Mr N Phakathi ☎015 287 4700
- POST 05/66** : **INSPECTORS OF MINES: MINE HEALTH AND SAFETY X 2 POSTS**
- SALARY** : R378 456 (inclusive package) Level: 11
- CENTRE** : Mpumalanga Region (Witbank),
Limpopo Region (Polokwane)
- REQUIREMENTS** : A Mine Manager's Certificate of Competency (Metalliferous and/or Coal), or be registered as a Professional Mining Engineer PLUS the following key competencies: ☐ Knowledge of: • Mine Health and Safety Act • Extensive knowledge and experience of both underground and surface mining

		<ul style="list-style-type: none"> • Understanding of the Department's policies aimed at optimal utilisation of mineral resources • Basic knowledge of labour relations and human resources management ☐ Skills : <ul style="list-style-type: none"> • High-level management • Risk assessment techniques • Conflict resolution • Negotiation • Planning and organising • Budget control • Computer literacy ☐ Communication: <ul style="list-style-type: none"> • Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced.
<u>DUTIES</u>	:	<p>KRA's: The appointees' primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996)</p> <ul style="list-style-type: none"> • Conduct inspections and audits • Conduct inquiries and investigation into accidents and incidents • Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.
<u>ENQUIRIES</u>	:	<p>Mpumalanga Region (Witbank), Mr LJA Bezuidenhout ☎013 656 1448 Limpopo Region (Polokwane Mr N Phakathi ☎015 287 4700</p>
<u>NOTE</u>	:	<p>Candidates without the required certificate of competency will be considered at a lower level as follows: National Higher Diploma / B Tech Degree Metalliferous or Coal Mining, salary level 10 (R 240 318 per annum). These appointments will be subject to a pre medical examination of fitness. Candidates must be in possession of a valid Code 08 driver's license)</p>
<u>POST 05/67</u>	:	<u>INSPECTORS OF MINES: MINE EQUIPMENT X 2 POSTS</u>
<u>SALARY CENTRE</u>	:	R378 456 (inclusive package) Level: 11
	:	Mpumalanga Region (Witbank)
	:	Limpopo Region (Polokwane)
<u>REQUIREMENTS</u>	:	<p>Applicants must be in possession of a Government Certificate of Competency in Electrical and/or Mechanical Engineering with appropriate experience in the Industry, or the person must be a Professional Engineer (Electrical or Mechanical) PLUS the following key competencies:(Knowledge of: Mine Health and Safety Act (Extensive Knowledge of Mine Equipment used on all types of mines, surface and underground(Knowledge of Winders, Boilers, Elevators and Chairlifts (Basic knowledge of Labour relations and human resources (Communication: Ability to communicate verbally and in writing at all levels, to mine officials and public on the Mine Health and Safety Act as well as matters regarding types of mines equipment used in the mining industry, exemptions, permissions and proposed legislation.(Creativity: Ability to analyse workload and work related problems and to draft and implement a strategy to ensure an improvement</p>
<u>DUTIES</u>	:	<p>KRA's: The appointees' primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996)</p> <ul style="list-style-type: none"> • Conduct inspections and audits • Conduct inquiries and investigation into accidents and incidents • Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.
<u>ENQUIRIES</u>	:	<p>Mpumalanga Region (Witbank), Mr LJA Bezuidenhout ☎013 656 1448 Limpopo Region (Polokwane Mr N Phakathi ☎015 287 4700</p>
<u>NOTE</u>	:	<p>Candidates without the required certificate of competency will be considered at a lower level as follows: National Higher Diploma / B Tech Degree in Electrical or Mechanical engineering, salary level 10 (R 240 318 per annum). These appointments will be subject to a pre medical examination of fitness. Candidates must be in possession of a valid Code 08 driver's license)</p>

<u>POST 05/68</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN</u>
<u>SALARY</u>	:	R 240 318 per annum, Level: 10
<u>CENTRE</u>	:	Free State Region (Welkom)
<u>REQUIREMENTS</u>	:	An appropriate degree in Social Sciences / Personnel / Human Resources or Industrial Relations. Development Economics and a valid Code 8 driver's licence, as the incumbent will conduct field inspections/ meetings PLUS the following key competencies: ☐ Knowledge of: • Of the Mineral and Petroleum Resources Development Act, 2002 and the Minerals Act, 50 of 1991 • The Mining Charter (BBSEE) • Social and Labour Plan Skills Development Act 1998 • Understanding of IDP & LED Processes • Human Resource Development and Labour Legislation ☐ Skills • Analytical skills • Research skills • Report writing and formulation skills • Project Management skills • Ability to mediate and resolve conflict situations • Computer literacy ☐ Communication: • Excellent verbal and written communication skills • Diplomacy and professional conduct ☐ Creativity: • Dynamic individual and team player • Creative thinking • Easily adaptable to change • Ability to solve problems in a creative and constructive manner • Assertive and confident approach • Innovative, self driven and independent person • Work under pressure • Participate in External and Internal Structures and Forums
<u>DUTIES</u>	:	KRA's: Adjudicate social and labour plans submitted for mining right applications • Monitor the implementation of the mining industry human resource development • Monitor the mining industry's social-economics development process • Monitor the downscaling and retrenchment
<u>ENQUIRIES</u>	:	Mr N A Tshivhandekano ☎ 057-391 1300
<u>POST 05/69</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENT</u>
<u>SALARY</u>	:	R 192 540, Level: 9
<u>CENTRE</u>	:	Limpopo Region (Polokwane)
<u>REQUIREMENTS</u>	:	A recognised, appropriate Bachelor's degree OR National Diploma in Natural Science PLUS the following key competencies: ☐ Knowledge of Mineral and Petroleum Resources Development Act 2002 Minerals Act 1994. Compilation of Environmental Reports. Mining Procedures and Methodology. Environmental Impact Process. Public Finance Management Act . National Environmental Management Act. Planning and budgeting. Environmental management and the functioning of ecological process .Environmental practices, procedure and processes. The environmental policies and impacts caused by mining operations ☐ Skills: Negotiation and conflict resolution. Interpersonal and management leadership. Computer literacy. Sound written and verbal communication .Ability to work as part of a team as well as independently. Relevant experience in the mining industry and exposure to Environmental management practices will be advantageous ☐ Communication: Ability to interact with persons on various levels ☐ Creativity: A creative, assertive and confident approach. Ability to analyse problems. Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management. Recommendation/ Note: A valid drivers licence and ability to work under pressure.
<u>DUTIES</u>	:	KRA's: Evaluate EMP's, EIA's scoping reports and closure plans and other technical and environmental documents and make recommendations thereon. Supervises and develop staff, consult with relevant State Departments and assist clients through promotion of administrative justice. Oversee the rehabilitation of liquidated and incapacitated mines. Monitor, inspect, audit and assess environmental related issues, queries and complaints between the Mining Industry and the Public. Regulate the closure of mines within the stipulated timeframes.
<u>ENQUIRIES</u>	:	Mr A Mulaudzi ☎ 015 287 4700
<u>POST 05/70</u>	:	<u>ASSISTANT DIRECTOR: MINERAL LAWS</u>
<u>SALARY</u>	:	R192 540 per annum, Level: 9
<u>CENTRE</u>	:	Mpumalanga (Witbank)

<u>REQUIREMENTS</u>	:	A three year Legal qualification (LLB or B Proc) and Mineral laws experience PLUS the following key competencies: ☐ Knowledge of: • MPRDA • NMPS System • Government administration ☐ Skills • Ability to write submissions • Computer literate • Report and letter writing • Understanding of mining industry • Interpersonal relations ☐ Communication • Communications skills – verbal and written ☐ Creativity: • Creative • Initiative – develop systems and control measurements
<u>DUTIES</u>	:	KRA's: To transform and regulate the mining industry. Manage the administrative process for each Right or permit application for compliance with the law. Notify and follow up on Royalty payments and prospecting fees to be paid to the state in accordance to the law. Conduct compliance inspections and take appropriate corrective action where required. Identify and carry out inspection on illegal Prospecting.
<u>ENQUIRIES</u>	:	Mr. AP Cronje ☎ 013-6561448
<u>POST 05/71</u>	:	<u>ASSISTANT DIRECTOR: NMPS</u>
<u>SALARY</u>	:	R192 540per annum, Level: 9
<u>CENTRE</u>	:	Mpumalanga (Witbank)
<u>REQUIREMENTS</u>	:	A three year qualification in Surveying, Draughting or Information Technology PLUS the following key competencies: ☐ Knowledge of • NMPS System Reading and interpretation of Maps • Government administration ☐ Skills: • Surveying and information technology • Computer literate • Report and letter writing Transport and Risk management policies • Understanding of HR and Supply chain policies • Interpersonal relations ☐ Communication: • Communications skills – verbal and written ☐ Creativity: • Creative • Initiative – develop systems and control measurements
<u>DUTIES</u>	:	KRA's: To maintain the mineral information database and monitor compliance with the condition of rights. Ensure that applications for prospecting and mining rights are geologically recorded at the region, Ensure that application received for prospecting and mining rights comply with the performance obligation of the rights, Compile statistical and resource information for various components in the Mineral Regulation Branch and Audit and verify data captured on the MINACT and ROYALTY systems
<u>ENQUIRIES</u>	:	Mr. AP Cronje ☎ 013-6561448
<u>POST 05/72</u>	:	<u>SENIOR REGISTRY CLERK</u>
<u>SALARY</u>	:	R73 584 per annum, Level: 4
<u>CENTRE</u>	:	Mpumalanga (Witbank)
<u>REQUIREMENTS</u>	:	An appropriate National Diploma or Degree in Public Management or Administration with experience in a Government Administration environment PLUS the following key competencies: ☐ Knowledge of: • Treasury Regulations • Public Finance Management Act • Government administration ☐ Skills: • Administration background • Computer literate • Report and letter writing • Filing • Interpersonal relations ☐ Communication: • Communications skills – verbal and written ☐ Creativity: • Creative • Initiative – develop systems and control measurements
<u>DUTIES</u>	:	KRA's: Recording of incoming and out going mail, Maintaining a proper and effective filing system according to MPRDA, Processing of applications lodged in terms of MPRDA, Effective control communication services in the Registry (Postage services) Reliving the telekom operator when necessary.
<u>ENQUIRIES</u>	:	Ms. Cecile Tissot ☎ 013-6561448

NATIONAL TREASURY

APPLICATIONS : National Treasury, Private Bag X 115, Pretoria, 0001
CLOSING DATE : 12 February 2010 at 12:00
NOTE : Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

POST 05/73 : **TEAM ASSISTANT: SECTORAL OVERSIGHT UNIT REFERENCE NUMBER: S010/2010**

Division: Asset and Liability Management

SALARY : R 130 425 basic salary
CENTRE : Pretoria
REQUIREMENTS :
 • Matric Certificate • Relevant three year post-matric qualification (Secretarial Degree or Diploma) will be an advantage • Computer literate (Ms Office, etc) • Communication skills • Organisational skills
DUTIES: It would be expected from the candidate to provide:
 • Secretarial support service (Do all typing, faxing & photocopying, Arrange meetings (conference rooms, documentation, proof reading, parking, lunch/tea/coffee), Record all incoming & outgoing documents, Acknowledge receipt of correspondence, Manage electronic document tracing system, Manage Travel Arrangements (including overseas trips) etc. • Management Support (Provide a secretarial service to managers to fulfill a range of diverse tasks such as planning and organising workshops and provide an administrative service when workshops are held, Liaising with Departments, State Owned Enterprises, International and local financial institutions and academic institutions, Provide a secretarial support service in respect of processes, such as the annual budget process, Identify procurement needs of managers and their directorates, Managing of all documentation of one or more directorate, including maintaining relevant registers and filing systems.

NOTE : or e-mail to recruit.alm@treasury.gov.za. Applications can also be faxed to (012) 315 5999.

POST 05/74 : **SENIOR SECURITY OFFICER REFERENCE NUMBER: S007/2010**
 Division: Corporate Services

SALARY : R87 978 per annum
CENTRE : Pretoria
REQUIREMENTS :
 • Matric Certificate • A course for Security Officers in the public service or a PSIRA Grade • Appropriate experience and in-depth knowledge of physical security • Report writing and communication skills • Computer literacy • Organisational skills

DUTIES : It would be expected from the candidate to:
 • Perform duties as a Shift Leader • Compile, implement and manage duty roster • Supervise personnel of a private security company contracted to the National Treasury • Perform security surveillance and monitoring duties in the control room • Perform duties as a Shift Leader • Coordinate Escort for employees / visitors • Implement standard operating procedures and security manual • Report security breaches to the Security Administration Officer in charge of physical security • Investigate and identify health, safety and security deficiencies and report them to the Security Administration Officer in charge of Physical Security • Ensure that fire equipment are in good working condition • Enforce access and exit measures in all buildings occupied by the National Treasury • Draw up and implement patrol schedules • Act as a Chief Contingency Officer until the arrival of his / her supervisor(s) • Ensure security registers are kept neat and are correctly entered • Enforce key control procedures • Ensure during patrol that office, document and basic computer security measures are adhered to.

NOTE : GENERAL or e-mail to recruit.cs@treasury.gov.za. Applications can also be faxed to (012) 315 5999.