

DEPARTMENT OF MINERAL RESOURCES

<u>APPLICATIONS</u>	:	The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjies and Francis Baard Street, former Schoeman, Sunnyside
<u>CLOSING DATE</u>	:	24 February 2017
<u>FOR ATTENTION</u>	:	Ms T Sibutha or Ms N Maseko
<u>NOTE</u>	:	Applications should be on Z83 form (which should be completed in full, accurately, legibly, signed and dated) and must be accompanied by a comprehensive CV, and originally certified copies of qualifications as well as ID not longer than 3 months (Where a drivers licence is a requirement, a certified copy must be attached). NB: Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered). Requirements stated on the advertised posts are minimum inherent requirements; therefore criterion for shortlisting will depend on the proficiency of the applications received. The Department reserves the right to determine suitable candidate(s) during the Selection process. 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 06/64</u>	:	<u>CHIEF DIRECTOR: RISK MANAGEMENT AND SOE OVERSIGHT REF NO: DMR/17/0001</u>
<u>SALARY</u>	:	R1 068 564 per annum (all inclusive package), Level 14
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF Level 7) plus 5 years experience at a Senior Managerial level PLUS the following key competencies: Knowledge: Enterprise-wide risk management, Internal Audit, Corporate Services, Public Finance Management Act (PFMA), Understanding of DMR policies and functions as well as projects Skills: Strategic capability and Leadership, Negotiation and Consultation, Problem solving and analysis, Financial Management, People Management and Empowerment, Good interpersonal relations at all levels, Advanced analytical Communication: Ability to communicate at different level, verbal and written Creativity: Ability to analyse information, creative/innovative thinker, Logical, Objective, Accurate and Diplomatic.
<u>DUTIES</u>	:	Direct and lead all functions related to monitoring the Departmental Public Entities, consolidate and measure performance against the plan. Give strategic direction and guidance with respect to strategic planning, risk management, monitoring and evaluation as well as State Owned Enterprise Oversight. Support the Minister, Director-General and other senior managers in the execution of their functions relating to strategic planning, risk management, monitoring and evaluation as well as State Owned Enterprise Oversight. Drive the Department's risk management strategy and lead special assignments/investigations. Manage the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms P Gamede Tel no: 012 444 3005
<u>NOTE</u>	:	This is a re-advert candidates who previously applied and are still interested must re-apply. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.
<u>POST 06/65</u>	:	<u>CHIEF DIRECTOR: SPECIAL PROGRAMMES AND OUTREACH PROJECTS REF NO: DMR/17/0002</u>
<u>SALARY</u>	:	R1 068 564 per annum (all inclusive package), Level 14
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF Level 7) plus 5 years experience at a Senior Managerial level PLUS the following key competencies: Knowledge: Code of Good

Practice (Disability as well as HIV AND Aids), National Gender Policy, International documents (CEDAW), Beijing Platform of Action, etc) Legislation and National policies governing Special programmes, Calendar of National Events, Project Management, Government policies and National Economic as well as Development strategies, Understanding of DMR policies and functions as well as projects Skills: Strategic capability and Leadership, Negotiation and Consultation, Problem solving and analysis, Financial Management, People Management and Empowerment, Good Interpersonal relations at all levels, Advance analytical, report writing, Events management, presentation Communication: Ability to communicate at different levels and written Creativity: Ability to analyse information, creative/innovative thinker, Logical, Objective, Accurate and Diplomatic.

DUTIES : Manage the functions of the Chief Directorate: Special Programmes and Outreach Projects by Facilitation and coordination of special programmes. Identification and promotion of outreach projects. Development and implementation of projects and programmes to uplift/empower/mainstream disadvantaged and vulnerable groups within the Department. Give strategic direction and guidance with respect to special programmes and outreach projects. Liaise with relevant role-players in the mineral resources sector to secure donor funding and sponsorships as well as promoting rural and urban community development. Represent the Department at national and international forums. Monitor and access special programmes and priorities and the Departmental policies and strategies. Provide advice and guidance to the Minister, Director-General, management and staff on all matters related to the upliftment/empowerment/mainstreaming of disadvantaged and vulnerable groups. Manage the Chief Directorate

ENQUIRIES : Ms P Gamede Tel no: 012 444 3005
NOTE : This is a re-advert candidates who previously applied and are still interested must re-apply. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial Competency Assessment. Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 06/66 : **COMPLIANCE MANAGER: GOVERNANCE MATTERS REF NO: DMR/17/0003**

SALARY : R898 743 per annum (all inclusive package), Level 13
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate qualification (NQF Level 7) plus 5 years experience at a Senior Managerial level PLUS the following key competencies: Knowledge: Government policies governing SOE's, corporate governance framework in which SOE's operate, PFMA and Treasury Regulations; Skills: Decision making skill, good research ability, detail oriented and document construction, computer skills; Communication: Oral and written communication skills and the ability to clearly articulate opinions and influence decisions, Innovative and independent thinking; Creativity: Ability to achieve the objective of the Directorate.

DUTIES : Monitor and report on public entities: compliance and adherence to legislation pertaining to legal and governance matters, compliance and adherence to the principles of good governance pertaining to legal and governance matters. Develop, maintain and implement a compliance schedule and programme for Public Entities pertaining to legal matters. Develop and maintain a database of State Owned Entities board members and stakeholder. Provide advice and guidance on matters pertaining to the oversight of State Entities pertaining to legal and governance. Review legislation governing all Public Entities reporting to the Minister and make recommendations, represent the Department with regard to the oversight of State Owned Enterprise pertaining to legal and governance matters.

ENQUIRIES : Ms Cathy Leso Tel no: 012 444 3100
NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

OTHER POSTS

POST 06/67 : **DEPUTY DIRECTOR: MINERAL ENVIRONMENTAL MANAGEMENT REF NO: DMR/17/0004**

SALARY : R726 276 per annum Level 12
CENTRE : Free State, Welkom

<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Natural Science/Environmental Management coupled with 3 year relevant experience in environmental field at junior Management level and a valid driver's licence PLUS the following key competencies: Knowledge The National Environmental Management Act (107 of 1998). The National Environmental Management: Waste Act (Act 59 of 1998). Mineral and Petroleum Resources Development Act 2002. Minerals Act 1991, Mining Procedures and Environmental Impact Process. Sound knowledge of environmental impact assessment and remediation. Knowledge of impact assessment and evaluation methods. Knowledge of environmental legislation. Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of environmental resources economics, mineral economics and financial risk assessment. Skills: Good negotiation skills. Good research skills, intergration of social, economic, bio-physical and cultural-historical impacts. Personnel Management. Working and creating team work. Good verbal and non-verbal communication skills, Excellent English reading and writing skills. Communication: Ability to interact with people on various levels. Sound written & verbal communication. Ability to interpret and apply legislation, good interpersonal skills. Creativity: Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management, Creative thinking. Assertive and confident approach ability to analyse problems. Other:
<u>DUTIES</u>	:	Manage the Mine Environmental Management Sub Directorate. Supervise and develop staff. Manage the adequacy of financial provision, rehabilitation of liquidated or incapacitated mines and address and manage legacy issues. Manage EIA process (basic assessments, scoping reports, EIAR/EMP and listed activities), closure plans and other technical and environmental documents. Monitor Compliance, Auditing and performance Assessment. Evaluate environmental risk and manage the closure of mines within the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operative governance. Conduct compliance inspections. Manage and resolve complaints and con
<u>ENQUIRIES</u>	:	Mr N Zindela Tel no: (057) 391 1300
<u>NOTE</u>	:	Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 06/68</u>	:	<u>ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION 3 POSTS</u>
<u>SALARY</u>	:	R389 145 per annum, Level 10
<u>CENTRE</u>	:	Free State, Welkom Ref No: DMR/17/0005 Gauteng Ref No: DMR/17/0006 Northern Cape Regions Ref No: DMR/17/0007
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Law coupled with a minimum of 3 years experience with a valid driver's licence PLUS the following key competencies: Knowledge: Knowledge of MPRDA, Knowledge of relevant mineral legislation, Knowledge of administration procedures, Knowledge of Departmental Policies iro Mineral Regulation, Knowledge of computer programs Skills: Ability to write reports, submissions, conduct meetings, Ability to interpret applicable/relevant laws Communication: Written and verbal communication Creativity: Be able to think when exposed to demanding situations.
<u>DUTIES</u>	:	Administer the administrative process for each right, or permit in accordance with the Law. Research potential conflict between applications. Prior rights and land usage to advise in the decision-making process. Ensure the arrangements for payment of royalties and prospecting fees to the state are in accordance with the Law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Assist clients through the process of administrative justice. Conduct compliance inspections. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr Khaya Maseti Tel no: (011)358 9781 Mr N Zindela Tel no: (057) 391 1300 Mr Mmboneni Kevin Mutheiwana Tel no: 053 807 1700
<u>NOTE</u>	:	Ability to perform under pressure and work beyond officials working hours. Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 06/69</u>	:	<u>ASSISTANT DIRECTOR: ENVIRONMENT 2 POSTS</u>
<u>SALARY</u>	:	R389 145 per annum, Level 10
<u>CENTRE</u>	:	Gauteng Region Ref No: DMR/17/0008

		Umtata Satellite Office Ref No: DMR/17/0009
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Environmental Management/ Natural Science or Environmental Science or equivalent qualification with a minimum of three (3) years of relevant experience in the field of Environmental Management. A valid driver's license is required. Knowledge: Knowledge and understanding of the Mineral and Petroleum Resource Development Act (Act 28 of 2002); the National Environmental Management Act (NEMA) (62 of 2008); the NEMA EIA 2014 Regulations; the NEMA Waste Management Act and the National Water Act. Understand the policies, rules and regulations that govern environmental management in the mining sector in South Africa; Knowledge of the Financial Provision Regulations for rehabilitation; Understanding of the concepts of Sustainability and Integrated Environmental Management, Knowledge of the NEMA Public Participation Process; Knowledge of interpreting spatial data. Skills: Ability to interpret the relevant environmental legislation; Ability to apply the principles of integrated environmental management and sustainability within the decision making process, taking into account the various legislative frameworks; Ability to conduct inspections and review compliance with the various environmental legislation; Interpersonal skills; Computer utilization skills; Time management skills; Conflict resolution skills; Ability to work under pressure and beyond office hours. Communication: Well developed written skills; Excellent verbal, communication skills; Ability to issue clear directives to Applicants. Creativity: Analytical thinking and proactive decision making; Creative thinking to provide advice and solutions on site; Ability to evaluate technical documents and make recommendations thereon. Other: Conflict management, ISO and OSHAS Systems.
<u>DUTIES</u>	:	Evaluate and assess Scoping Reports, Basic Assessment Reports; Environmental Impact Assessments and Environmental Management Programmes/Plans; Evaluate and audit Performance Assessment Reports and monitor compliance with the Environmental Management Programmes/Plans; Evaluate documents and make recommendations thereon; Monitor, inspect, audit and assess environmental performance of mines; Conduct compliance inspections; Regulate the closure of mines within the stipulated time frames; Identify environmental liabilities for operations and ensure evaluation of adequacy of the required financial provision; Investigate and resolve mine environmental management related issues, queries and complaints received; Consult with other state departments; Supervise, train and develop staff.
<u>ENQUIRIES</u>	:	Ms M Maduka Tel no: 011 3589700 Ms Deidre Thompson Tel no: 041 403 6623
<u>NOTE</u>	:	Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 06/70</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY PRACTITIONER REF NO: DMR/17/0010</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272 per annum, Level 08 Head Office, Pretoria
	:	A three year tertiary qualification in Occupational Health and Safety/ Environmental Health, PLUS the following key competencies: Knowledge: Interpersonal, Customer relation, Computer literacy, Financial, Analytical, Organizing and planning skills. Well-developed ability to listen and interpret information. Facilitation and Problem solving skills Communication: Well developed communication skills (verbal and written) Telephone Etiquette, Creativity, Prioritizing skills, Record keeping, ability to work under pressure. Skills: First Aid, Fire Fighting, Occupational Health & Safety protocol. Knowledge and understanding of the Public Service. Understanding of relevant policies, regulations, prescripts and legislation, Office administration Communication: Ability to communicate at all levels Creativity: Innovative and Creative, Other: Conflict management, ISO and OSHAS Systems.
<u>DUTIES</u>	:	Implement and administer the requirements of Occupational Health and Safety Act (Act 85 of 1993). Assist in the development of health and safety policies, guidelines and practices in the department. Provide advice to management and staff on current and proposed OHS Legislative and practice requirements. Provide inputs to the development of policies and procedures that will reduce risks and promote safety awareness. Implement a disaster and disease management plan. Prepare reports for senior management on the DMR's OH&S performance (Provide statistics regarding safety inspections, health and safety incidents). Conduct OHS

inspections and facilitate emergency evacuation drills and response. Ensure that the DMR is compliant with legislative and regulatory requirements.

ENQUIRIES : Mr M Moshokoa Tel no: 012 444 3079
NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 06/71 : **HUMAN RESOURCE PRACTITIONER REF NO: DMR/17/0011**

SALARY : R262 272 per annum, Level 08
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary qualification in Human Resource Management or related field coupled with relevant experience and a valid driver's licence PLUS the following key competencies: Knowledge: Recruitment and Selection process. Performance Management & Development System, PERSAL, Understanding policy research analysis and development process. HR legislation (with an emphasis on those applicable to recruitment and selection, Skills: Ability to interpret and apply policies, Report writing and formulation, Analytical, Computer literacy, Interpersonal skills; Communication: Good verbal and written, Creativity: Must be innovative thinker and be able to express the creativity.

DUTIES : Develop, implement and maintain Human Resource Provisioning Policies and practices. Administer the recruitment and selection of human resources as well as the retention of staff. Liaise with Employment Relations Management with a view to resolve grievances relating to recruitment, selection and placement. Render professionals advice and guidance to line managers on Human Resource Provisioning & PMDS issues. Co-ordinate all assessment information and recording including minutes, work plans/performance agreements and ensure proper documentation, filling, tracking and easy retrieving when requested. Identifying shortcomings and make recommendations on computerised PMDS. Give advice to employees on PMDS related issues.

ENQUIRIES : Mr T Mnisi Tel no: 012 444 3361
NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 06/72 : **TELECOM OPERATOR/RECEPTIONIST REF NO: DMR/17/0012**

SALARY : R119 154 per annum, Level 04
CENTRE : Free State, Welkom
REQUIREMENTS : A Senior Certificate with relevant experience in Telecom Operator/receptionist. PLUS the following key competencies: Knowledge: Knowledge of the telephone system. Public Service Act. Basic conditions of Employment. Skills: Ability to communicate - written and oral Ability to act as mediator between (aggressive) parties. Communication: Ability to interact with people on various levels Sound written & verbal communication good interpersonal skills Creativity: A creative, assertive & confident approach, Ability to analyse problem Ability to be pro-active and effective in the process of problem-solving and the improvement of productivity.

DUTIES : Answer and route incoming calls. Take messages and route message to relevant officials. Operate telecommunications equipment Maintain telephone directory. Provide information to callers using reference files. Managing the reception area.

ENQUIRIES : Ms C De Vos Tel no: 057 391 1322
NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.