

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>	:	03 March 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.

OTHER POSTS

<u>POST 07/100</u>	:	<u>TECHNICAL ADVISOR OCCUPATIONAL MEDICINE REF NO: DMR/17/0013</u>
<u>SALARY</u>	:	R726 276 per annum (all inclusive package), Level 12
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Nursing and B:Tech degree in Occupational Health as an additional qualification. Applicant must be in possession of a valid registration with the South African Nursing Council (SANC). Experience in an appropriate environment and a valid driver's license. PLUS the following key competencies: Knowledge: Mine Health and Safety Act (MHSA), Act No. 29 of 1996, as amended and other relevant International OHS policies and prescripts. Mining sector in South Africa and internationally. Compensation for Occupational Injuries and Diseases (COIDA) Act No. 130 of 1993 and Occupational Diseases in Mines and Works Act (ODMWA), Act No. 78 of 1973, as amended. Health risk assessment techniques. Mining environment (both small and traditional). Research and research methodology techniques. Relevant Public Service Policies and Regulations. Sound knowledge of occupational medicine challenges at national, regional and sector level. Financial and project management, Skills: Negotiation, interpersonal, sound decision-making and conflict management. Strong leadership with strategic capabilities. Computer literacy in MS Office 2007/2010. Good report writing, presentation and facilitation, Analytical skills. Consultation and stakeholder management. Coordination and organisational with financial management skills. Basic research skills, Communication: Good written and verbal communication at all levels. Demonstrate good listening ability and be able to relate clearly with internal and external stakeholders, both in the public and private sector. Creativity: Ability to demonstrate logical thinking, innovation, problem-solving and flexibility in a non-aggressive manner. Ability to work under pressure without constant supervision, as an individual and also within a team. Other: Loyalty, honesty and integrity.
<u>DUTIES</u>	:	Provide technical advice to promote legislation, standards and specifications on occupational medicine in accordance with ethics of medical practice. Assist with research and benchmarking on the status of occupational medicine in the mining industry nationally and internationally in order to identify training and policy needs. Manage quality assurance of occupational medicine processes and outputs (e.g. inspections, audits, investigations and enquiries). Plan and coordinate activities to participate in OHS tripartite structures in the mining industry. Establish and maintain an effective system to receive, quality assure, collate, analyse and process occupational diseases statistical information from monthly and annual occupational medicine statutory reports submitted by mines to the regions. Provide inputs for the MHSI newsletter articles based on researched, relevant and

emerging issues on occupational medicine. Give inputs for monthly, quarterly and annual reports on technical issues pertaining to occupational medicine. Conduct research needs analysis and give meaningful inputs for the development and review of occupational medicine programmes and Legislative Framework to enhance efficient and effective regulatory mechanisms.

ENQUIRIES : Ms DP Lekoba Tel no: (012) 444 3349
NOTE : This appointment will be subject to a valid certificate of fitness. Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 07/101 : **INSPECTOR OF MINES: MINE HEALTH AND SAFETY REF NO: DMR/17/0014**

SALARY : R612 822 per annum (all inclusive package), Level 11
CENTRE : North-West, Rustenburg
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: Mine Health and Safety Act Extensive knowledge and experience of both underground and surface mining. Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Basic knowledge of labour relations and human resources management, Skills: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced, Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced, Creativity: Innovative and creative thinking ability. Ability to analyse workload and work related problems and implement a strategy to ensure a continuous improvement, Other: Ability to work under pressure.

DUTIES : The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). 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.

ENQUIRIES : Mr HM Mothiba Tel no: 014 594 9240
NOTE : The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid code 08 driver's licence. Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 07/102 : **ASSISTANT DIRECTOR: ASSETS AND DISPOSAL REF NO: DMR/17/0015**

SALARY : R311 784 per annum Level 09
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary qualification in Procurement/Supply Chain Management coupled with Asset management experience, PLUS the following key competencies: Knowledge: PFMA, Treasury Regulation, Public Regulations. In addition, the incumbent must possess excellent knowledge of BAS, Logis and working Knowledge of BAUD will be an added advantage. Skills: Communication skills, Management, good interpersonal, problem solving, leadership, computer, Communication: Ability to communicate effectively at all levels both internal and external.

DUTIES : Oversee and ensure compliance (with national and departmental prescripts, policies and procedures) in the execution of recordkeeping (asset register), maintenance and disposal of assets as well as loss control. Assist with the development, maintenance and implementation of departmental strategies, processes and procedures for the recordkeeping (asset register), maintenance and disposal of assets as well as loss control. Advise users, suppliers and staff on national and departmental strategies, processes and procedures for the recordkeeping (asset register), maintenance and disposal of assets as well as loss control. Compile management reports (state/status of recordkeeping, repair and disposal of assets as well as loss control. Supervise and develop staff

ENQUIRIES : Mr BS Maluleka Tel no: 012 444 3023

- NOTE** : Coloureds, Indians as well as people living with disabilities are encouraged to apply.
- POST 07/103** : **SYSTEMS ANALYST REF NO: DMR/17/0016**
- SALARY** : R211 194 per annum, Level 07
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary qualification in Information Technology with extensive experience in the related industry. Technical experience with systems networking, databases, Web development, and user support. Background in Microsoft, NET, Visual Basic, C#, Share Point, PHP, Java Script. Knowledge of fourth generation software (e.g. Magic 9, PLUS the following competencies: Knowledge: IT Infrastructure, IT Tools, IT Techniques, System Analysis, System Development and Support, System Development Methodologies, Skills: Interpersonal, Problem Solving, Team Player, Self-Motivator, Strong work ethics, Communication, Programming Skills, Communication: Good verbal and written communication, Ability to communicate at all levels, Creativity: Ability to organise and initiate, Information gathering.
- DUTIES** : Prepare technical specification for enhancements and changes to existing Systems (Magic 9.4). Create and Test Prototype. Test case Documentation and Test case execution. Programme new system functionality and ensure quality of the system. Develop new reports in the BI Environment. Provide programming on SharePoint and Workflow customization. Produce technical documentation for new and existing applications Investigate.
- ENQUIRIES** : Ms K Malefo Tel no: 012 444 3065
NOTE : Coloureds, Indians as well as people living with disability are encouraged to apply.
- POST 07/104** : **ADMINISTRATION OFFICER REF NO: DMR/17/0017**
- SALARY** : R211 194 per annum, Level 07
CENTRE : North-West, Rustenburg
REQUIREMENTS : A three year tertiary qualification in Administration related field, coupled with extensive experience in the relevant field, PLUS the following key competencies: Knowledge: Financial Management. Mining industry. Public Service legislation including PFMA. Basic accounting system (BAS) Electronic lock system (ELS). Skills: Supervisory skills. Budget, financial management and accounting skills. Interpersonal skills. Report writing and analytical skills. Organisational skills. Computer skills. Internal audit skills. Problem solving skills. Project and Conflict management skills. Communication: Ability to communicate well with people at all levels, (verbal and in writing). Creativity: Ability to think proactively. Trustworthy, objective and innovative. Other: Ability to work under pressure and as part of a team. Ability to perform routine tasks.
- DUTIES** : Ensure compliance to all Policies and Procedures. Do follow ups on submissions and identify overspending and under spending of the Regional budget, proper record keeping of expenditure documents and compile monthly reports on actual expenditure. Assist with compilation of budget and MTEF inputs in line with the strategic and business plans. Render professional and effective administrative support. Proper management of documents, arrange meetings and take minutes. Assist with consolidation of Quality Assure submissions, reports and letters. Manage the circulation of information within the region.
- ENQUIRIES** : Mr HM Mothiba Tel no: 014 594 9240
NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.
- POST 07/105** : **SENIOR ASSET CONTROLLER REF NO: DMR/17/0018**
- SALARY** : R211 194 per annum, Level 07
CENTRE : Head Office, Pretoria
REQUIREMENTS : A three year tertiary in Procurement/Supply Chain Management coupled with Asset management experience. PLUS the following key competencies: Knowledge: PFMA, Treasury Regulation, Public Regulations. In addition, the incumbent must possess excellent knowledge of BAS, Logis and working Knowledge of BAUD will be an added advantage. Skills: Communication skills, Management, good interpersonal, problem solving, leadership, computer, Communication: Ability to communicate effectively at all levels both internal and external.

DUTIES

: Approve procurement requests for assets. Oversee the receipt, delivery, tagging, distribution and recording of assets .Monitor and report on asset inventory. Follow-up of discrepancies between asset inventory and actual description and location of assets. Execute and oversee periodic inventory functions (stock taking, disposals, etc). Supervise and develop staff.

ENQUIRIES

: Mr BS Maluleka Tel no: 012 444 3023

NOTE

: Coloureds, Indians as well as people living with disabilities are encouraged to apply.