

DEPARTMENT OF MINERAL RESOURCES

- APPLICATIONS** : 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
- CLOSING DATE** : 07 April 2017
- FOR ATTENTION** : Ms T Sibutha or Ms N Maseko
- NOTE** : 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

- POST 12/17** : **TECHNICAL ADVISOR: OCCUPATIONAL MEDICINE REF NO: DMR/17/0023**
This is a re-advert, candidates who applied need not to re-apply as their applications will still be considered
- SALARY** : R726 276 per annum (all inclusive package), Level 12
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A three year tertiary qualification in Nursing with a valid driver's license coupled with relevant experience in an appropriate environment PLUS the following competencies: Knowledge of: 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.
- DUTIES** : 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
NOTE

: Ms DP Lekoba Tel no: (012) 444 3349
: The incumbent will be required to provide proof of valid registration with the South African Nursing Council (SANC). The incumbent will be required to travel to regions and mines on a regular basis. Coloureds and Indians are encouraged to apply

POST 12/18

: **ASSISTANT DIRECTOR: OPERATIONAL AUDIT REF NO: DMR/17/0024**

SALARY
CENTRE
REQUIREMENTS

: R311 784 per annum, Level 09
: Head Office, Pretoria
: A three year tertiary qualification in Internal Audit or an equivalent qualification PLUS the following competencies: Knowledge of: Skills: Leadership Skills, Interviewing a computer literacy, analytical skills, Communication skills (both written and verbal) Communication: Verbal/written Creativity: Information evaluation, decision-making creativity etc.

DUTIES

Provide inputs in the identification of operational risks, identify the processes or activities within the auditable areas as part of the three year rolling plan. Initiate and supervise audit project planning and execution. Compile reports on the results of the audit or adhoc assignments. Supervise, train and develop junior personnel on audit assignments. Administrative tasks.

ENQUIRIES
NOTE

: Ms E Labengwa Tel no: (012) 444 3211
: Coloureds and Indians are encouraged to apply.

POST 12/19

: **INTERNAL AUDITOR: INFORMATION SYSTEMS REF NO: DMR/17/0025**

SALARY
CENTRE
REQUIREMENTS

: R262 272 per annum, Level 08
: Head Office, Pretoria
: A three year tertiary qualification in IT Audit, or an equivalent qualification PLUS the following competencies: Knowledge of: IIA Standards Accounting Standards, PFMA, Treasury Regulations ISACA Standards Skills: Interviewing, Computer literacy, Analytical skills Communication skills (both written and verbal); Communication: Verbal/written Creativity: Information evaluation, decision-making creativity etc. Other: Loyalty, honesty and integrity.

DUTIES

: Compile the audit project plan where risks are identified. Compile reports on audit findings and make recommendations thereof. Conduct information systems audit investigations. Identify internal process improvement opportunities e.g. updating the methodology. Render administrative tasks in support of audit, e.g. capturing of project time sheets, writing minutes at project meetings etc.

ENQUIRIES
APPLICATIONS

: Ms E Labengwa Tel no: (012) 444 3211
: The incumbent will be required to provide proof of valid registration with the South African Nursing Council (SANC). The incumbent will be required to travel to regions and mines on a regular basis. Coloureds and Indians are encouraged to apply. This is a re-advert and all candidates that have previously applied are encouraged to re-apply. Coloureds and Indians are encouraged to apply,