

## DEPARTMENT OF MINERAL RESOURCES

<b><u>APPLICATIONS</u></b>	:	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
<b><u>CLOSING DATE</u></b>	:	28 April 2017
<b><u>FOR ATTENTION</u></b>	:	Ms T Sibutha or Ms N Maseko
<b><u>NOTE</u></b>	:	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 POST

<b><u>POST 14/15</u></b>	:	<b><u>MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMR/17/0023</u></b>
<b><u>SALARY</u></b>	:	R211 194 per annum, Level 07
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Law Degree is a prerequisite coupled with relevant experience. A valid code 8 driver's licence PLUS the following competencies: Minerals and Petroleum Resources Development Act, 2002 (Act 28 of 2002) and repealed Minerals Act, (Act 50 of 1991) Public Finance Management Act (Act 1 of 1999) Mineral and Petroleum Titles Registration (Act 24 of 1994) Other previous and current statues relevant to mining Skills: Ability to interpret the mineral and mining agreements. Legislation and policies and render necessary advise. Ability to draft and compile submissions to the Minister/DG/ DDG and other Departmental officials. Ability to mediate in and resolve conflict situations. Computer literacy. Communication: Excellent verbal and written communication skills. Diplomacy and professional conduct; Creativity: Dynamic individual and team player Other: Loyalty, honesty and intergrity.
<b><u>DUTIES</u></b>	:	Provide helpdesk assistance, process and evaluate applications for prospecting and mining rights, mining permits and other rights in terms of the MPRDA. Compile submissions for the Minister/ DG / DDG for the granting or refusal of rights. Render advice and assistance to clients and provide information. Conduct site inspections and attend to illegal mining operations, attend meetings and workshops to deliver presentations to stakeholders on mining and related matters. Compile and prepare permits for granting by the Regional Manager and prepare and compile contracts for execution.
<b><u>ENQUIRIES</u></b>	:	Mr Mmboneni Kevin Mutheiwana Tel no: (012) 444 3097
<b><u>NOTE</u></b>	:	Coloureds and Indians are encouraged to apply.