

## 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** : 26 May 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. Shortlisted candidates may be required to undergo practical test. 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 19/37** : **DEPUTY DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMR/17/0026**
- SALARY** : R779 295 per annum (inclusive package), Level 12
- CENTRE** : Mpumalanga, Witbank
- REQUIREMENTS** : A three year tertiary qualification in Environmental Management or Environmental Science with a valid drivers license coupled with a minimum of 3 years relevant experience PLUS the following competencies: Knowledge: Mining methods and processes, Waste management and pollution prevention, Environmental Science and Impact assessment, Policy and legislation development and Land reclamation and rehabilitation. 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, Public speaking skills, Good English report writing skills, highly computer literate, working knowledge of data base and GIS, Must be able to work in a team and individually. Communication: Good verbal communication skills Creativity: Incumbent must be innovative and be able to walk and climb in outdoor terrain, be able to drive a vehicle on rough roads. Other: Working under pressure. Person must not be squeamish to enter dangerous or pollute arears. Inherent love for the environment. Person must be able to argue in an objective and unemotional manner.
- DUTIES** : Supervise and develop staff. Manage the adequacy of financial provision, rehabilitation of liquidated or incapacitated mines and addresses and manage legacy issues. Manage EIA process (basic assessments, scoping reports, EIA/EMPR 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 cooperative governance. Conduct compliance inspections. Manage and resolve complaints and conflicts
- ENQUIRIES** : Mr A Tshivhandekano Tel no: 013-6530508
- NOTE** : Coloureds and Indians are encouraged to apply.

<b><u>POST 19/38</u></b>	:	<b><u>DEPUTY DIRECTOR: SMALL SCALE MINING REF NO: DMR/17/0027</u></b>
<b><u>SALARY</u></b>	:	R779 295 per annum (inclusive package), Level 12
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Geology or Mining coupled with a minimum of 3 years relevant experience, PLUS the following competencies: Knowledge: South African Geology, Minerals, Mining, MPRDA, NEMA and functions of the DMR and how its Branches inter-relate Skills: Very good report writing, communicative and management planning, and organisational skills. Project management skills with a financial background would be an advantage, Communication: Good communicator: written and verbal Creativity: Creative and must be a self starter and be able to work on his/her own. Other: Be able to associate with people and be a team player. Have good planning and organisational skills and be able to motivate and guide his/her subordinates. The incumbent must have a drivers licence and be able to travel widely from time to time as the job requires.
<b><u>DUTIES</u></b>	:	Proper planning of required results and timeframes. Make inputs to revised/updated MPRDA in terms of matters affecting SSM operators, compilation of technical reports to secure institutional support services and resources to implement SSM projects, support, advise and direct assistance given to prospective mine permit applicants in terms of the requirement and submission of the electronical applications at the DMR regional offices. Guidance, advise and direct assistance also given to mining permits outstanding requirements (after acceptance of the permit application by the DMR such as EMP requirements. Conducting SSM projects skills audits for shortcomings to be addressed by MQA or relevant training agents. Systematic compilation/data capture of all operators within the SSM sector to ensure their submission of production statistics to the DMR and the eventual quantification of the SSM sectors contribution to the GDP.
<b><u>ENQUIRIES</u></b>	:	Mr P Kwata Tel no: (012) 444 3176
<b><u>NOTE</u></b>	:	Experience in a mining related environment and acknowledge of the DMR's functions in SA, especially governments intention to grow the Small-Scale Mining Sector will be recommendation. Coloureds and Indians are encouraged to apply.
<b><u>POST 19/39</u></b>	:	<b><u>ASSISTANT DIRECTOR: MINERAL INFORMATION MANAGEMENT REF NO: DMR/17/0028</u></b>
<b><u>SALARY</u></b>	:	R417 552 per annum, Level 10
<b><u>CENTRE</u></b>	:	KwaZulu-Natal, Durban
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in GIS, Cartography, Environmental Science, Geometrics, Town and Regional Planning coupled with a minimum of 3 years relevant experience PLUS the following competencies: Knowledge: Geographical Information System, Mineral Law, Coordinate System. Skills: Understanding the objectives of the MPRDA and all its practical implications. Understand spatial proximity of applications and ensure that rights are not duplicated. Communication: Communication between government department, Business organisations and Institutions. Creativity: Proven ability to record geographical coordinated information, ability to recognise quality of geographical information. Other: Meticulous person who will record precise information and cross examine information requirements.
<b><u>DUTIES</u></b>	:	Capture and edit spatial data collected on site and perform data manipulation to suit end users needs. Analyse spatial data and ariel photography/ remote sensing data in accordance with user requirements and analyse geographic data to decision support mechanism for Mineral Regulation Branch. Prepare and compile maps for different stakeholders (other departments) and liase with public and environmental practitioners. Provide decision support for rezoning, change of land use and township development application whether or not they are in conflict with mining / prospecting investments and assist municipalities, government departments planners on land developments matters. Provide technical support and train end-users on basic GIS skills. Manage and maintain an up to date records of spatial database daily. Prepare ROD reports for all applications received.
<b><u>ENQUIRIES</u></b>	:	Ms NG Mtshali Tel no: (031) 335 9600
<b><u>NOTE</u></b>	:	Coloureds and Indians are encouraged to apply.

<b><u>POST 19/40</u></b>	:	<b><u>ENVIRONMENTAL OFFICER REF NO: DMR/17/0029</u></b>
<b><u>SALARY</u></b>	:	R281 418 per annum, Level: 08
<b><u>CENTRE</u></b>	:	North West, Klerksdorp
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Environmental Management or Environmental/Natural Sciences with a valid Code 08/10 drivers license coupled with relevant experience PLUS the following competencies: Knowledge: Intergrated environmental management. Impact Assessment remediation and evaluation methods. Environmental legislation, Mining methods, mining processes, mining waste generation and disposal. Principles and application of management, Skills: Computer skills, Good communication skills. Verbal and non verbal, Good negotiation skills, English reading and writing skills Communication: Verbal and Written communication Creativity: Ability to resolve issues with colleagues and clients, Information evaluation and ability to work in a team. Other: Meticulous person who will record precise information and cross examine information requirements.
<b><u>DUTIES</u></b>	:	Evaluate environmental management program plans, environmental impact assessments, scoping reports, closure applications and other technical and Environmental documents. Conduct environmental compliance, auditing, performance assessment and closure inspections to promote environmental management. Evaluate adequacy of financial provision and regulate the closure of mines within stipulated time frames. Investigate and resolve mine environmental issues, queries and complaints between the mining industry and the public. Assist clients through promotion of Administrative justice
<b><u>ENQUIRIES</u></b>	:	Mr Phumudzo Nethwadzi Tel no: (018) 487 4360
<b><u>NOTE</u></b>	:	Coloureds and Indians are encouraged to apply.
<b><u>POST 19/41</u></b>	:	<b><u>PERSONAL ASSISTANT REF NO: DMR/17/0030</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum, Level 07
<b><u>CENTRE</u></b>	:	Mpumalanga, Witbank
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Public Administration / Secretarial Studies / Office and at least two (2) years experience after qualification was obtained. PLUS the following competencies: Knowledge: knowledge of relevant legislation/policies/prescripts and procedures, basic knowledge on financial administration. Skills: Good telephone etiquette, computer literacy, sound organizational skills, good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation. Communication: Language skills and the ability to communicate well (verbal and written) with people at different levels and from different backgrounds. Creativity: Ability to do basic research and analyse documents. Other: Good interpersonal relations, good time management, ability to ensure confidentiality.
<b><u>DUTIES</u></b>	:	Provides secretarial /receptionist support to the manager. Renders administrative support services to the manager/unit. Study and understand the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Manager. Collect and coordinate all the documents that relate to the manager's budget.
<b><u>ENQUIRIES</u></b>	:	Mr H Netshikweta Tel no: (013) 653 0554
<b><u>NOTE</u></b>	:	Coloureds and Indians are encouraged to apply.
<b><u>POST 19/42</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK REF NO: DMR/17/0031</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum, Level 07
<b><u>CENTRE</u></b>	:	Mpumalanga, Witbank
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Public Administration with relevant experience after qualification was obtained. PLUS the following competencies: Knowledge: Knowledge: knowledge of relevant legislation/policies/prescripts and procedures, basic knowledge on financial administration Skills: Good telephone etiquette, computer literacy, sound organizational skills, good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation Communication: Language skills and the ability to communicate well (verbal and written) with people at different levels and from different backgrounds. Creativity: Ability to do basic research and analyse documents Other: Good interpersonal relations, good time management, ability to ensure confidentiality.

**DUTIES**

: Assist the Principal Inspector of mines to manage and control budget expenditure in the region. Provide a clerical support service. Manage and oversee databases / examinations and documents management system to ensure record-keeping of compliance notices and administrative fines issued, codes of practice submitted by the mines, foreign files, examinations etc. Maintain effective and efficient administrative and registry controls and procedures systems. Generate and analyse reports, consolidate mine health and safety processes (inspections, audits, investigations and inquiry reports). Supervise and develop staff.

**ENQUIRIES**

: Mr H Netshikweta Tel no: (013) 653 0554

**NOTE**

: Coloureds and Indians are encouraged to apply.