

## 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

**FOR ATTENTION** : Ms T Sibutha or Ms N Maseko

**CLOSING DATE** : 02 June 2017

**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 20/33** : **INSPECTOR OF MINES: MINE HEALTH AND SAFETY 2 POSTS REF NO: DMR/17/0034**

**SALARY** : R657 558 per annum Level: 11

**CENTRE** : Free State, Welkom

**REQUIREMENTS** : A Mine Manager's Certificate of Competency (Metalliferous and/or Coal), or be registered as a Professional Mining Engineer, PLUS the following competencies: Knowledge: Mine Health and Safety Act (1996) and Regulations & Legal proceedings, 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: High level of management skills. Risk assessment techniques. Conflict resolutions skills, Negotiation skills, Planning and organising, Budget control, Computer literacy, Communication: Ability to communicate verbally in writing in such a way that the image and professionalism of the department is enhanced Creativity: Innovative and creative thinking. Ability to work under pressure, Ability to analyse workload and work-related problems. Draft and implement a strategy to ensure improvement. Other: Reliability, trustworthy and loyalty.

**DUTIES** : Enforce adherence to the Mine Health Safety Act 1996 (Act No 29 of 1996). Conduct Inspectors, audits, investigations and inquiries in 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 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 system. Support and develop a transformation process within the regional office.

**ENQUIRIES** : Mr PH Nyaqcela 057 391 1371

**NOTE** : Coloureds and Indians are encouraged to apply.

**POST 20/34** : **PERSONAL ASSISTANT REF NO: DMR/17/0035**

**SALARY** : R226 611 per annum Level: 07

**CENTRE** : Free State, Welkom

**REQUIREMENTS**

: 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: Relevant legislation/policies/prescripts and procedures. Knowledge of Microsoft Office application. Strong knowledge of financial administration Skills: Excellent telephone etiquette-Good people skills, Sound organisational and co-ordination skills, High level of reliability, Ability to read and react to different situations, Ability to act with tact and discretion, Ability to work under pressure, Self management and preparedness to work outside normal working hours if need arises, Ability to work independently, Computer literacy 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. Excellent writing skills. Well developed communication skills and the ability to communicate with people from all levels and background 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. Ability to be pro-active, innovative and effective in the work environment, High level of confidentiality. Other: Loyalty, honesty and integrity.

**DUTIES**

: Provide secretarial and administrative support services, problem solving and flexibility in terms of telephone calls, logistical arrangements for meetings and workshops, appointments, travel arrangements. Draft reports, memos and minutes and manage incoming and outgoing correspondences. Order stationery. Administer subsistence and Travel claims. Study the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Maintain a proper filing system. Manage and control the office budget.

**ENQUIRIES**

: Mr PH Nyaqcela ☎057 391 1371

**NOTE**

: Positive attitude and willingness to work outside official hours, due to main clients being the mining industry. Coloureds and Indians are encouraged to apply.