

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>	:	9 June 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. 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

<u>POST 21/29</u>	:	<u>INFORMATION TECHNOLOGY ARCHITECT REF NO: DMR/17/0040</u>
<u>SALARY</u>	:	R898 743 per annum (all inclusive package) LEVEL: 13
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A Masters degree in Computer Science, Information Systems or a related study and equivalent project-related experience, PLUS the following competencies: Candidates should have a minimum of 10 years IT experience in IT, with at least 5 years in information system design. 10 years experience in business domain,data/content and process understanding. Candidates should have in-depth 10 years in designing and implementation information solution.10 years experience in system intergration including interface design, and familiarity with web-oriented architecture, 5 to 10 years experience as a data analyst and design and implementation of enterprise architecture. 5 years hands-on experience implementing MDM, document management, BI or data warehouse solution is preferred. PLUS the following competencies: Knowledge: Strategy and policy formulation and implementation, Programme Management and IT Project Management, Sound experience in implementing Microsoft Technology stack, Budget Control, Full understanding of the structures, management and government processes within the Department, Thorough understanding of VMware infrastructure and ICT governance, Thorough understanding of all aspects of ICT infrastructure management, Understanding /Experience of test methodologies and techniques – both structured and exploratory, Research and policy development. Skills: Communication EA concept and tracking progress toward the future state that relies heavily on models, Familiarity with MDM, BI and data warehouse design and implementation techniques, Understanding of the differences between understanding of met models, taxonomies and ontology's as well as of the challenge of applying structured techniques to less structured sources, Business domain, data/content and process understanding, Effective conceptualisation, pattern recognition and teaming skills, Design-thinking skills, Data-Modelling and information classification expertise at the enterprise level, Ability to access rapidly changing technologies and apply them to the business needs, System intergration, Ability to analyse project, Program and portfolio needs, as well as to determine the resources needed to achieve objectives and outcome cross-functional barriers, Communication /facilitation-Present ideas clearly and effectively facilitate discussions, Persuasive, Planning, Organising and problem solving skills, People management, Consensual building skill, Strategic capability and leadership skills, Project management and research skills, Understanding policy development and implementation, Monitoring and

- Evaluation Communication: Good Listener and Communicator (written and verbal), Assertive and able to communicate with people at different levels
 Creativity: Organisational Knowledge Custodianship, Managing, Coaching and empowering others, Problem solving, Self driven and Innovative, Other: Applying pragmatic thinking architecturally to the organisation's business environment , and envisional the relevant business implications and scenarios involved.
- DUTIES** : Develop, implement and maintain department's Enterprise Information Architecture model for the Department. Champion all processes regarding the development of information technology (ICT) policies and procedures in the line with national policies. Investigate the department information systems to bridge gaps between the current and future state and develop road maps for the orderly transition. Lead the Department in exploiting technology and use knowledge of Information Technology solutions to drive organisational change and support business design. Lead all projects emanating from the Department's enterprise information architecture model. Provide strategic support and advice business analysts, System Developers, ICT Security and network infrastructure unit within the Department. Attend and fully participate in the ICT Departmental Committee and intergovernmental committee meetings and forums.
- ENQUIRIES** : Ms Cathy Leso ☎(012) 444 3865
- NOTE** : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend the nominated candidate/s to attend a generic managerial Competency Assessment. This appointment will be subject to a valid certificate of fitness Coloureds and Indians are encouraged to apply.
- POST 21/30** : **DEPUTY DIRECTOR: INDUSTRIAL MINERALS REF NO: DMR/17/0041**
- SALARY** : R779 295 per annum Level: 12
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A four year tertiary degree (NQF7) in Mineral Economics, Mining Engineering, Geology, Mining Geology, Chemistry, Chemical Engineering, Metallurgy/Metallurgical Engineering, coupled with a minimum of 3 years experience PLUS the following competencies: Knowledge: -depth knowledge of mineral commodities, Advanced knowledge and expertise with respect to South Africa's minerals and mining industry well as acquaintance with diversified global mineral and mining terrains world. A vast knowledge of Industrial Minerals will be an added advantage, Advanced knowledge of policies applicable to mining and mineral industries, Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet. Skills: Well developed skills in management, leadership, policy implementation and negotiation skills. Strong problem solving, time management, interpersonal and organizational skills, Well developed research and presentation skills, Proficient communication at high level, including public, public speaking and report writing effectively and concisely, Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet. Communication: Sound verbal and written communication capabilities Communicate effectively and concisely (verbally and in writing) by technical/strategic/business report writing), Public speaking capability, Report Writing Skills, Creativity: Ability to compile, analyse and interpret data, Innovative and creative thinking capabilities
- DUTIES** : Conduct in-depth research and market analyses, forecast trends in prices and supply and demand patterns and compile advanced mineral economic reports and or presentations, directories, memoranda and articles on the Industrial Minerals sector as well as on the general minerals and mining industry. Supervise and edit work of mineral economists such as mineral economic related reports, directories, memoranda and articles on Industrial Mineral commodities. Handle mineral economic enquiries and advise on Industrial Minerals and matters. Ensure effective and efficient management of the Industrial Minerals Sub-directorate in order to add value towards the achievement of the strategic objectives of the Mineral Economics directorate and the Department of Mineral Resources. Assist in the promotion of South Africa's mineral Industry through participation in conferences, seminars, forums, workshops, exhibitions, etc, both locally and internationally, and advice management at all levels on the mineral economic issues including the promotion and optimal utilisation of South Africa's

		minerals. Attend to ad hoc tasks and Minerals related queries of an advanced nature.
<u>ENQUIRIES</u>	:	Ms R Masetlana ☎(012) 444 3731
<u>NOTE</u>	:	Coloureds and Indians are encouraged to apply.
<u>POST 21/31</u>	:	<u>DEPUTY DIRECTOR: MINERAL ENVIRONMENTAL MANAGEMENT REF NO: DMR/17/0042</u>
<u>SALARY</u>	:	R779 295 per annum Level: 12
<u>CENTRE</u>	:	Free State, Welkom
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Natural Science/Environmental Management coupled with 3 year relevant experience in environmental field at junior Management level and a valid driver's licence PLUS the following key competencies: Knowledge The National Environmental Management Act (107 of 1998). The National Environmental Management: Waste Act (Act 59 of 1998). Mineral and Petroleum Resources Development Act 2002. Minerals Act 1991, Mining Procedures and Environmental Impact Process. Sound knowledge of environmental impact assessment and remediation. Knowledge of impact assessment and evaluation methods. Knowledge of environmental legislation. Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of environmental resources economics, mineral economics and financial risk assessment. 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. Communication: Ability to interact with people on various levels. Sound written & verbal communication. Ability to interpret and apply legislation, good interpersonal skills. Creativity: Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management, Creative thinking. Assertive and confident approach ability to analyse problems. Other:
<u>DUTIES</u>	:	Manage the Mine Environmental Management Sub Directorate. Supervise and develop staff. Manage the adequacy of financial provision, rehabilitation of liquidated or incapacitated mines and address and manage legacy issues. Manage EIA process (basic assessments, scoping reports, EIAR/EMP 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 co-operative governance. Conduct compliance inspections. Manage and resolve complaints and con
<u>ENQUIRIES</u>	:	Mr A Mulaudzi ☎ (057) 391 1300
<u>NOTE</u>	:	Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 21/32</u>	:	<u>ASSISTANT DIRECTOR: EMPOWERMENT TRANSACTIONS AND ASSESSMENT REF NO: DMR/17/0043</u>
<u>SALARY</u>	:	R334 545 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualifications in B.Com Law, B.Com Accounting or B.Compt, coupled with a minimum of 3 years experience and valid driver's licence, PLUS the following key competencies: Knowledge: Knowledge of the mining industry in South Africa, Knowledge of National Development Plan "NDP", Knowledge of mining industry, Skills: Decision making, Information evaluation, Creativity: Project Management, Analytical thinker, Communication: Organisational Skills, Communication Skills, Computer Skills, Financial Management Skills, Reporting Skills, Interpersonal Skills, Supervisory Skills, Internal Audits Skills, Creativity: Need to make decision on prescriptive problematic matter, Evaluation of information for budget purpose. Need creativity to implement policies and recommendation on various issues. Has Problem Solving Skills, People Management Skills, Planning and Controlling Skills, Analytical Skills.
<u>DUTIES</u>	:	Conduct monitoring inspection on ownership, procurement and enterprise development on compliance with the legislation. Promote investment that led to broad-based and meaningful participation in the economy by BEE entities. Adjudicate and make recommendation on procurement reports and ensure black

entities participation in the value chain of the mining industry. Promote use of local capital goods in the mining industry in construction with other departments and relevant stakeholders within procurement framework. Facilitate and provide secretariat services to the Preferential Procurement Council "PPC". Develop and ensure update on data-base and effective document management system. Enforce the compliance with Black Economic Empowerment Policies with regards to ownership and procurement in the mining industry.

ENQUIRIES
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: Ms Bongiwe Mabusela ☎ (012)-444 3941
: Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 21/33

: **MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMR/17/0044**

SALARY
CENTRE
REQUIREMENTS

: R281 418 per annum Level: 08
: Northern Cape, Kimberley
: A three year tertiary qualification in Law Degree is a prerequisite coupled with minimum of 2 years 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 integrity.

DUTIES

: 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.

ENQUIRIES
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: Mr Mmboneni Kevin Mutheiwana ☎(053)-807 1707
: Coloureds and Indians are encouraged to apply.