

## 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** : 23 June 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 23/26** : **OFFICE ADMINISTRATOR REF NO: DMR/17/0045**

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

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A three year tertiary qualification in Business Management or Public Management plus a minimum of 1 year working experience PLUS the following competencies: Knowledge: Knowledge and understanding of DMR policies, functions, projects etc. Document management procedures, Skills: Detail oriented and document construction, computer skills, Communication: Computer, Analytical, Numerical, interpersonal, computer skills, Creativity: Ability to achieve the objective of the Directorate.

**DUTIES** : Compiling information for the development, implementation and maintenance of the Department's strategic and annual performance plans. Collect information and reports on Organisational performance. Service delivery, delivery programmes and compliance with the regulatory framework (legislation, regulations, policy, etc) Prepare and update Departmental quarterly and performance information reports. Supports the manager with Support to the Manager. Provide Secretarial/Reception Support to the Manager. Rendering administrative support services to the Manager/Unit which include minute taking, arranging travelling arrangements. Prepares briefing notes for the manager as required. Maintain an effective filing system for the Directorate.

**ENQUIRIES** : Ms Cathy Leso Tel no: (012) 444 3100

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

**POST 23/27** : **CHIEF REGISTRY CLERK REF NO: DMR/17/0046**

**SALARY** : R226 611 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A Senior Certificate coupled with extensive relevant experience in Registry PLUS the following key competencies: Knowledge: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer, Working knowledge and understanding of the legislative framework governing the Public Service, Knowledge of storage and retrieval procedures in terms of the working environment, Understanding of the work in registry Communication: Good verbal

and written, ability to communicate at all levels Creativity: Creativity and analytical thinking, ability to work under pressure or independently.

**DUTIES**

: Ensure that registry counter services is provided. Oversee/handle incoming and outgoing correspondence. Ensure that the effective filing and record management service is rendered. Oversee/process documents for archiving and/disposal. Supervise registry staff.

**ENQUIRIES**

: Ms MM Mamaganyane Tel no: (012) 444 3350

**NOTE**

: Three year tertiary qualification will be an added advantage. Coloureds, Indians as well as people living with disability are encouraged to apply.