

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,
- FOR ATTENTION** : Ms N Maseko/ Ms T Sibutha
- CLOSING DATE** : 22 December 2017
- 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 candidates to attend a generic managerial Competency Assessment. 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.

MANAGEMENT ECHELON

- POST 49/64** : **DEPUTY DIRECTOR-GENERAL: MINERAL REGULATION DMR/17/0047**
- SALARY** : R1 370 973 per annum (all-inclusive package) Level: 15
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An appropriate qualification (NQF Level 7) and a post-graduate qualification (NQF Level 8) coupled with eight (8) to ten (10) years relevant experience at Senior Managerial level PLUS the following key competencies: Knowledge: In-depth understanding and knowledge of the minerals and mining industry. Knowledge of the regulatory regime affecting the minerals and mining industry. Government policy and legislation. Public administration and management. Skills: Problem solving. Influencing. Negotiation. Proven management. Management and organisation. Advanced analytical. Good interpersonal relations at all levels. Conflict management. Numerical, organising and coordinating. Facilitation and implementation. Financial management. Negotiation and consultation. Problem solving and analysis. Strategic capability and leadership. Change management. Communication: Communication (verbal and written). Creativity: Creative and innovative thinker.
- DUTIES** : Oversee the functions of the Branch. Advise the Ministers, Director-Generals and Management in the performance of their duties. Ensure that the provisions of the relevant minerals and mining legislation are complied with and enforced. Manage the Branch. Regulate the mining industry. Engage at corporate level nationally and internationally on behalf of the Department.
- ENQUIRIES** : Adv. T. Mokoena ☎012 444 3880
- NOTE** : Coloureds, Indians as well as people living with disabilities are encouraged to apply.
- POST 49/65** : **DEPUTY DIRECTOR-GENERAL: MINERAL POLICY AND PROMOTION DMR/17/0048**
- SALARY** : R1 370 973 per annum (all inclusive package) Level 15
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An appropriate qualification (NQF Level 7) and a post-graduate qualification (NQF Level 8) coupled with eight (8) to ten (10) years relevant experience at Senior Managerial level PLUS the following key competencies: Knowledge:

		In-depth understanding and knowledge of the minerals and mining industry. Knowledge of the regulatory regime affecting the minerals and mining industry. Government policy and legislation. Public administration and management. Skills: Problem solving. Influencing skills. Negotiation. Proven management. Organisational skills. Advanced analytical skills. Communication: Communication (verbal and written). Creativity: Innovative thinker. Logical. Objective. Accurate. Diplomatic.
<u>DUTIES</u>	:	Manage and oversee the functions of the Branch. Advise the Ministers, Director-Generals and Management in the performance of their duties. Provide strategic guidance on mine environmental management and mine closure. Advise the Ministry and the Director-General on the need to develop new policies and legislation and on the impact of government policies and legislation and on impact of government policies and legislation on the minerals and mining industry. Ensure full participation of mining and minerals industry of South Africa in shaping the destiny of the industry both globally and in the African Continent by playing a leading role in international forums. Develop and implement new strategies that will enhance the development agenda of Government with the aim of contributing to economic growth, creation of jobs and eradicating poverty.
<u>ENQUIRIES NOTE</u>	:	Adv. T. Mokoena ☎ 012 444 3880
	:	Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 49/66</u>	:	<u>CHIEF DIRECTOR: RISK MANAGEMENT AND SOE OVERSIGHT DMR/17/0049</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 127 334 per annum (all-inclusive package) Level 14
	:	Head Office (Pretoria)
	:	An appropriate qualification (NQF Level 7) plus five (5) years relevant experience at a Senior Managerial level PLUS the following key competencies: Knowledge: Enterprise-wide risk management. Internal Audit. PFMA. Corporate Governance. Government policies and Legislation. Public Service Act and Regulations. Departmental directives. Skills: Innovative. Decision-making. Information analysis and evaluation. Facilitation. Computer. Project management. Financial management. Strategic planning. Communication: Communication at management level. Creativity: Innovative thinker. Objective. Accurate. Diplomatic.
<u>DUTIES</u>	:	Direct and lead all functions related to monitoring Departmental Public Entities. Consolidate and measure performance against the plans. Give strategic direction and guidance with respect to risk management and State Owned Enterprise oversight. Support the Minister, Director-Generals and other senior managers in the execution of their functions relating to risk management and State Owned Enterprise oversight. Drive Department's risk management strategy and lead special assignments/investigations. Manage the Chief Directorate.
<u>ENQUIRIES NOTE</u>	:	Adv. T. Mokoena ☎ 012 444 3880.
	:	Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 49/67</u>	:	<u>CHIEF DIRECTOR: GOLD AND PLATINUM DMR/17/0050</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 127 334 per annum (all-inclusive package) Level 14
	:	Head Office (Pretoria)
	:	An NQF Level 7 qualification plus five (5) years relevant experience at a Senior Managerial level PLUS the following key competencies: Knowledge: The Mine Health and Safety Act and other mine health and safety related prescripts. The mining environment in South Africa and internationally (both small and traditional). Strategy Development. Political protocol and understanding of the broader political environment. Public service regulations. General management. Skills: Networking skills. Presentation and report writing skills. Stakeholder management. Project management skills. General management skills. Communication: Communication skills (written and verbal).
<u>DUTIES</u>	:	Manage 4 regions. Serve as nodal point for regions. Promote mine health and safety. Oversee regional operations. Lead high level interventions (inspections, investigations, etc.). Manage mine health and safety risks (track and identify trends and developments to identify pro-active interventions.
<u>ENQUIRIES</u>	:	Mr M. Zondi ☎012 444 3663

<u>NOTE</u>	:	Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 49/68</u>	:	<u>DIRECTOR: SUPPORT SERVICES DMR/17/0051</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum (all-inclusive package) Level: 13 Head Office (Pretoria) An appropriate qualification (NQF Level 7) plus five (5) years relevant experience at Middle Management level or Senior Managerial level PLUS the following key competencies: Knowledge: The Mine Health and Safety Act and other mine health and safety related prescripts. Strategy development. Political protocol and understanding of the broader political environment. Public Service Regulations. PFMA and LRA. General management. Skills: Management of people and finances. Strategy development and implementation. Policy development. Policy impact assessment. Networking skills. Presentation and writing skills. Stakeholder management. Project management skills. General management skills. Communication: Communication skills (written and verbal).
<u>DUTIES</u>	:	Manage the support services unit. Ensure the provisioning of support services (HR, Finance, Procurement, Asset Management, Promotion, Training, Legal Services etc.) for the MHS Inspectorate in association with other DMR Directorates. Advise on administrative and technical issues. Enable the implementation of strategy (also ensuring infrastructure is in place). Chair/Participate in various statutory and other committees/forums. Manage the collection, storage and dissemination of information.
<u>ENQUIRIES NOTE</u>	:	Mr F. Nkuna ☎012 444 3661 Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 49/69</u>	:	<u>DIRECTOR: SECURITY RISK MANAGEMENT DMR/17/0052</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum (all-inclusive package) Level 13 Head Office (Pretoria) An appropriate qualification (NQF Level 7) plus five (5) years relevant experience at Middle Management or Senior Managerial level PLUS the following key competencies: Knowledge: Fire prevention/fighting. First Aid. MISS document. New technology in security. Security legislation, policies and procedures. Access control procedures. Safety precautions. Security Registers. Electronic security systems. Knowledge and understanding of DMR policies, functions, projects, etc. Policy development. Strategic Planning. Financial management. Project management. Government policies. Project/Programmes in DMR. National Economic and Development Strategy. Skills: Management and organisational skills. Computer skills. Interpersonal skills. Analytical skills. Organising and co-ordination. Facilitation and implementation. Well-developed interpersonal skills at all levels. Financial management. Negotiation and consultation skills. Problem solving and analysis. Strategic capability and leadership. Change management. Policy development and implementation. Communication: Communication (verbal and written). Creativity and innovation.
<u>DUTIES</u>	:	Manage Departmental security service pertaining to Security Operations, Vetting and Screening, Investigations and Information Security. Manage the development, implementation and monitoring of policy, procedures, practices and code of ethics with respect to Departmental security. Liaise with the National Intelligence Agency on matters relating to Security. Manage the Directorate.
<u>ENQUIRIES NOTE</u>	:	Ms N. Rapoo ☎ 012 444 3362 Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 49/70</u>	:	<u>PRINCIPAL INSPECTOR OF MINES (KWAZULU-NATAL - 1 AND NORTHERN CAPE REGION - 1) DMR/17/0053</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum (all-inclusive package) Level 13 KwaZulu-Natal and Northern Cape Region An appropriate NQF Level 7 qualification and Mine Manager's Certificate of Competency in Metalliferous or Coal/Mine Surveyor's Certificate of Competency, Certificate in Mine Environmental Control Certificate or

		Government Certificate in Mechanical or Electrical Engineering or a Professional Engineer coupled with five (5) years relevant experience at Middle Management or Senior Management level PLUS the following key competencies: Knowledge: Mine Health and Safety Act. Underground and surface mining. Mine Health and Safety hazards and risks. Labour Relations and Human Resource Management. Understanding of DMR policies aimed at optimal utilisation of Mineral Resources. Skills: Inter personal relations. Organisational ability. Control, interpretation and application of legal matters and policies. Team work. Training. Negotiating. Adaptability. Conflict handling. Training. Computer literacy. Communication: Communication (verbal and written). Other: Ability to analyse workload-related challenges and to implement a continuous improvement strategy.
<u>DUTIES</u>	:	Manage the Mine Health and Safety Inspectorate. Monitor the application of health and safety standards at mining operations, as per provisions of the Mine Health and Safety Act. Offer technical assistance to mines. Ensure that complaints are investigated and queries are replied to. Exercise budgetary controls consistent to the targets and objectives of the region/directorate. Ensure holding of any necessary board of examinations.
<u>ENQUIRIES NOTE</u>	:	Mr T. Ngwenya ☎ 012 444 3663
	:	Coloureds, Indians a well as people living with disabilities are encouraged to apply.
<u>POST 49/71</u>	:	<u>REGIONAL MANAGER: EASTERN CAPE REGION DMR/17/0054</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum (all-inclusive package) Level 13 Eastern Cape, Port Elizabeth
	:	An NQF Level 7 qualification in Mining Engineering, LLB, Environmental Science, B.Com or B. Social Science coupled with relevant experience of which five (5) years must have been at a Middle Management or Senior Managerial level PLUS the following key competencies: Knowledge: In-depth knowledge of the Mineral and Petroleum Resource Development Act, 2002 (Act 28 of 2002) as amended. The Mining Charter. PFMA. NEMA. Mining Titles Registration Act. B-BBEEE Act. Public Service Act. Other previous and current statutes relevant to mining minerals and environment. Law of Contracts and Interpretation of Statutes. Administrative law in the mining industry in South Africa. Policies and law relative to governing the Public Service. Skills: Supervision. Management and leadership. Motivational. Presentation and conflict resolution skills. Communication: Communication (verbal and written). Creativity: Innovative thinker. Logical. Objective. Accurate. Diplomatic.
<u>DUTIES</u>	:	Effective implementation and administration of the Minerals and Petroleum Resources Act (MPRDA). Implementation and management of effective systems and procedures and management of all administrative, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plans and Mining and Prospecting work programmes/plans and monitoring and evaluation of compliance. Management of land use and ensure rural and urban development through social plans. Mining community relations management, and conflict resolution and community capacity building. Ensuring the meaningful economic participation of Historically Disadvantaged South Africans and communities in the mining economy and management of their value in the economy. Provide support and give advice to the Deputy Director-General; Mineral Regulation, Director-General and the Minister.
<u>ENQUIRIES NOTE</u>	:	Ms M. Malapane ☎ 012 444 3931
	:	Coloureds, Indians a well as people living with disabilities are encouraged to apply.
<u>POST 49/72</u>	:	<u>DIRECTOR: INTERNAL AUDIT DMR/17/0055</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum (all-inclusive package) Level 13 Head Office (Pretoria)
	:	An appropriate qualification (NQF Level 7) plus five (5) years relevant experience at Middle Management or Senior Managerial level PLUS the following key competencies: Knowledge: Knowledge and understanding of legislation, policies and work procedures. Knowledge of Public Service legislation including PFMA. Knowledge of the National Government Planning Framework. Treasury Regulations. Public Service Act and Regulations. Skills: Leadership. Project management. Investigation skills. Coaching and

		mentoring. Management and organisational skills. Computer skills. Interpersonal skills. Analytical skills. Numerical. Organising and co-ordination. Facilitation and implementation. Well-developed interpersonal relationships at all levels. Financial management. Negotiation and consultation skills. Problem solving and analysis. Strategic capability and leadership. Change management. Policy development and implementation. Communication: Communication (verbal and written). Creativity: Creativity and innovation.
<u>DUTIES</u>	:	Develop the Internal Audit coverage plan and work measurement schedules and report on the progress. Develop and implement procedures to guide audits and audit staff. Analyse evidence and review the documentation of processes and research issues. Manage and guide the planning and execution of audit projects and provide advice on audit related matters. Conduct interviews, review documents and develop solutions for audit clients. Manage the Directorate.
<u>ENQUIRIES</u>	:	Mr M. Mphuthi ☎012 444 3216
<u>POST 49/73</u>	:	<u>DIRECTOR: STRATEGY AND MONITORING DMR/17/0056</u>
<u>SALARY</u>	:	R948 174 per annum (all-inclusive package) Level 13
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF Level 7) plus five (5) years relevant experience at Middle Management or Senior Managerial level PLUS the following key competencies: Knowledge: Understanding of government mandates and priorities, Knowledge and understanding of DMR policies, functions, projects, etc. Policy development. Strategic planning. Financial management. Project management. Government policies. Project/Programmes in DMR. National Economic and Development Strategy. Skills: Logical. Management and organisational skills. Computer skills. Interpersonal skills. Analytical skills. Numerical. Organising and co-ordination. Facilitation and implementation. Well-developed interpersonal relationships at all levels. Financial management. Negotiation and consultation skills. Problem solving and analysis. Strategic capability and leadership. Change management. Policy development and implementation. Communication: Communication skills (verbal and written). Creativity: Creative/Innovative thinker. Objective. Accurate.
<u>DUTIES</u>	:	Co-ordinate the development, implementation and maintenance of performance and compliance monitoring and reporting systems and procedures for the Department. Provide advice and guidance on the monitoring and reporting framework. Verify and consolidate information and reports on: organisational performance, service delivery, delivery programmes, compliance with the regulatory framework (legislation, regulations, policy, etc.). Analyse reports and make recommendations on: organisational performance in terms of strategic objectives, service delivery in terms of standards, delivery programmes in terms of performance and standards, compliance with the regulatory framework (legislation, regulations, policy, etc.). Coordinate the development, implementation and maintenance of a performance and compliance monitoring and reporting system and procedure for the Department. Manage the Directorate.
<u>ENQUIRIES</u>	:	Adv. T. Mokoena ☎012 444 3880.
<u>NOTE</u>	:	Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 49/74</u>	:	<u>PROFESSIONAL MINERAL ECONOMIST DMR/17/0057</u>
<u>SALARY</u>	:	R948 174 per annum (all-inclusive package) Level 13
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate Master's degree in Geology, Mining, Metallurgical Science and Technology, Economics or Mining and Minerals Geology plus ten (10) years relevant experience PLUS the following key competencies: Knowledge: Advanced knowledge of mineral commodities and the mining industry. Knowledge of development in the South African and in global specific and total mineral industries and any factors which can impact on these. Public Service Regulations. Minerals Act. Balanced perception of economic development and trends. Skills: Analytical (ability to compile and analyse data). Computer literate. Presentation. Communication: Communication (verbal and written). Creativity: Ability to question, analyse, recognise problems and form

conclusions. Able to independently take appropriate corrective action. Logical thinker and meticulous.

DUTIES : Develop the incumbent's proficiency in co-ordinating the collection, processing and evaluation of local and international mineral and market-related economic information by his/her subordinates. Ensure that the incumbent is able to write comprehensive mineral economic reports, with special emphasis towards training the incumbent in editing documents produced by subordinates/others. Play a meaningful role in the development of empowerment strategies in the minerals sector. Ensure full participation of mining in minerals industry of South Africa in shaping the destiny of the industry both globally and the African continent in playing a leading role in the international forums. Collect and provide relevant information that will enhance global competitiveness and attract new investments into the South African economy. Guide the incumbent in handling enquiries from clients/customers and the public as well as providing advice to management on mineral economic matters and on the promotion of optimal utilisation of South African mineral resources. Provide the incumbent with the necessary guidance for conducting in-depth market analyses and investigate studies initiated by top management. Train the incumbent in the compilation of speeches, presentations and papers to be delivered by representatives of top management. Do research and formulate National Commodity strategies. Develop mentoring programmes and guidelines.

ENQUIRIES : Mr R. Masetlana ☎012 444 3731

NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

OTHER POSTS

POST 49/75 : **DEPUTY DIRECTOR: ENVIRONMENT: DMR/17/0058**

SALARY : R779 295 per annum (all-inclusive package) Level 12

CENTRE : Free State Region

REQUIREMENTS : A three year tertiary qualification in Environmental, Natural Science or related coupled with three (3) to five (5) years relevant experience at Assistant Director Level; Plus the following competencies: Knowledge of integrated environmental management relative to prospecting and mining work programmes. Knowledge of impact assessment remediation and evaluation methods, Knowledge of environmental legislation, Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of new computer software available in the market, Knowledge of the principles and application of management. 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 pragmatic environmental problem solving abilities, innovative thinking abilities, personnel management in a diverse environment. Networking skills, presentation and report writing skills, stakeholder management, project management skills, general management skills

DUTIES : 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 conflicts.

NOTE : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

ENQUIRIES : Mr A. Mulaudzi ☎057 391 1300

POST 49/76 : **DEPUTY DIRECTOR: VETTING DMR/17/0059**

SALARY : R779 295 per annum (all inclusive package) Level 12

CENTRE : Head Office, Pretoria

<u>REQUIREMENTS</u>	:	B degree in Social Sciences or related and a Certificate of Competence in Vetting Training Programme coupled with three (3) to five (5) years relevant experience Plus the following competencies: Knowledge of existing vetting policies, guidelines, directives and acts and /or the development thereof, Investigation tradecraft, Skills: Problem solving and analysis, Analytical skills, self-management, Customer focus and responsiveness, Initiate, Acceptance of responsibility , Reliability, Teamwork , Communication skills, Planning and organising, Ability to manage conflict, Diplomacy, Language proficiency, Listening skills, Insight, Report writing skills, Communication (verbal and written), Decision maker, creativity, manage conflict, team player
<u>DUTIES</u>	:	Ensure the execution of fieldwork investigations within the Department. Develop, manage and implement policies, guidelines, norms and standards in vetting and investigations for security clearance levels. Manage resources, projects and files.
<u>NOTE</u>	:	Mr M. Mathebula ☎012 444 3155
<u>POST 49/77</u>	:	<u>SENIOR SECURITY RISK OFFICER DMR/17/0060</u>
<u>SALARY</u>	:	R152 862 per annum (all-inclusive package) Level 05
<u>CENTRE</u>	:	KwaZulu-Natal Region (Durban)
<u>REQUIREMENTS</u>	:	A Senior Certificate and a Grade B PSIRA certificate coupled with relevant experience, Plus the following competencies: Knowledge: Security legislation, policies and procedures, Access control procedures, Safety precautions-Security registers, Skills: Problem solving skills, Communication: Communication skills, Creativity: Innovative and pro-active thinking, analytical mind
<u>DUTIES</u>	:	Control all physical security to protect all employees, visitors and department's assets. Administer the utilization of CCTV cameras to safeguard the department's assets. Monitor and respond to alarm system. Monitor and control emergencies within the building. Supervisor and control of Security Risk Officers.
<u>ENQUIRIES</u>	:	Mr M Mathebula ☎012 444 3155
<u>NOTE</u>	:	Coloureds, Indians a well as people living with disabilities are encouraged to apply.
<u>POST 49/78</u>	:	<u>ADMINISTRATION CLERK (ODG) DMR/17/0061</u>
<u>SALARY</u>	:	R152 862 per annum (all-inclusive package) Level 05
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A matric qualification coupled with relevant experience plus the following competencies: Knowledge of the department. Knowledge of the functioning of the DG's office. Operation of the switchboard. Telephone etiquette, Skills: Communication, good interpersonal skills, typing skills, computer skills, time management, Communication skills (written and verbal)
<u>DUTIES</u>	:	Answer telephone calls within the office (DG) and attend to inquiries. Draft documents such as letters, submissions, etc. Perform administrative/registry tasks namely: make photocopies-assist in making travel arrangements for staff in the DG's office-assist in projects in the DG's office-assist with the receiving and distribution of incoming/outgoing mail correspondences. Collect minutes from the branch meeting, check /analyse compliance with agreements and summarise the content. Maintain a register for all incoming and outgoing submissions from the DG's office and the Ministry and update the database. Administer the filing of documents in the DG's office.
<u>ENQUIRIES</u>	:	Adv. T. Mokoena ☎012 444 3880
<u>NOTE</u>	:	Coloureds, Indians a well as people living with disabilities are encouraged to apply

DEPARTMENT OF PLANNING, MONITORING AND EVALUATION



- APPLICATIONS** : Applications must be sent to: The Department of Planning, Monitoring and Evaluation, attention Ms J Mchunu, by mail to Private Bag X944, Pretoria, 0001 or hand delivered at 330 Grosvenor Street, Hatfield, Pretoria; www.dpme.gov.za
- CLOSING DATE** : 22 December 2017 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 12 months. Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by DPME. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Shortlisted candidates will be required to complete a written test as part of the selection process. For salary levels 11 to 15, the inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employees Pension Fund and a flexible portion in terms of applicable rules. SMS will be required to undergo a Competency Assessment as prescribed by DPSA. All candidates shortlisted for SMS positions will be required to undergo a technical exercise that intends to test the relevant technical elements of the job. The DPME reserves the right to utilise practical exercises / tests for non-SMS positions during the recruitment process (candidates who are shortlisted will be informed accordingly) to determine the suitability of candidates for the post(s). The DPME also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 49/79** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 086/2017**
Directorate: Internal Audit
- SALARY** : R657 558. – R774 576. all-inclusive salary package per annum (Salary Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Three (3) year tertiary qualification (NQF 06) or equivalent with at least 6 years appropriate experience of which 3 years must be in Internal Audit and 3 years at ASD level. The ideal candidate should have the ability to demonstrate sound knowledge of policies and practices, technical skills and acceptance of responsibility. Should produce good quality of work, be reliable and take initiative. Should have good Interpersonal relations, investigation skills and communication skills, should be flexible and have the ability to work with the team. Planning and execution, leadership skills, the ability to delegate and empower subordinates. Should have management skills and be able to control financial resources and supervise staff. Valid driver's license is a requirement.

- DUTIES** : The successful candidate will be responsible for providing internal audit services in the department. Provide inputs into the development of a three-year rolling risk-based internal audit strategic plan and a one-year operational internal audit plan. Conduct assessment on the adequacy, effectiveness and efficiency of control, risk management and governance processes. Initiate and manage audit assignments in accordance with approved audit methodology and in compliance with IIA Standards. Provide supervisory guidance and leadership to audit team and ensure quality assurance is conducted on audit assignments. Manage the implementation of the approved internal audit plan. Manage and coordinate planning, execution, reporting of internal audits assignments. Conduct follow-up audits and verify post implementation of corrective action by management. Monitor and facilitate reporting on internal audits. Perform and manage ad-hoc audits as requested by management; Conduct ad-hoc audits as and when requested by management and investigate cases reported through the Government Anti-Corrupt Hotline. Provide secretariat services to audit committee. Conduct forensic financial and operational audits, performance audits. Ensuring compliance with prescripts policies, legislation etc. Facilitate the entry and close-out meetings; Quality Assure the findings before presentation at close out meeting and report quarterly to the management and Audit Committee meeting in respect of the Annual plan. Provide Secretariat services to the Audit Committee.
- ENQUIRIES** : In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462
- POST 49/80** : **ASSISTANT DIRECTOR: EXECUTIVE MONITORING REF NO 086/2017**
Directorate: Executive Monitoring
- SALARY CENTRE REQUIREMENTS** : R417 552. – R491 847. Per annum (level 10) plus benefits
: Pretoria
: A relevant 3-year tertiary qualification (NQF 6) with at least 5 years' appropriate experience of which 3 years must be in Monitoring & Evaluation or Community and Development Planning and 2 years at supervisory level. Should possess high level skills in: report writing, project management, community and development planning, sound knowledge of the Microsoft Office suite (including excel and power point). Must have good problem solving skills & attention to detail, should have excellent verbal and written communication skills, excellent analytical skills and strong customer service skills. Must have a professional demeanour, a sense of urgency and accuracy, the ability to maintain high work standards under sustained pressure and frequent deadlines and knowledge of government policies. Driver's license is a requirement.
- DUTIES** : The successful candidate will be responsible in providing administrative and logistical services to the Directorate: Executive Monitoring. This entails rendering a general logistical and programme / project management related support to the Directorate; Being responsible for planning all logistics related to travel and events; Providing secretariat support for meetings; Assisting with support to the Directorate during the initiation states of special projects and Executive Monitoring; Assisting with the implementation and monitoring of projects and completion of reports. Conduct research relating to special projects; Assist in stakeholder engagement on priority projects and ensure appropriate requisite and functional systems are in place for the monitoring of projects. Provide administrative support to the Director on priority programmes; Assist with the updating and maintaining of tools and guidelines for the Executive Monitoring Support programme and assist with the development, communication and distribution of Special Projects and Monitoring and Evaluation or Community and Development knowledge products.
- ENQUIRIES** : In connection with the applications kindly contact Ms Jabulile Mchunu, Tel No (012) 312-0462.
- POST 49/81** : **ASSISTANT SPECIALIST: SOCIO-ECONOMIC IMPACT ASSESSMENT SYSTEM (SEIAS) REF NO 087/2017**
- SALARY CENTRE REQUIREMENTS** : R417 552. – R491 847. Per annum (Salary level 10) plus benefits
: Pretoria
: A relevant 3-year tertiary qualification (NQF6) with a minimum of 5 years experience of which 3 years must be experience in Public Service dealing with

Intergovernmental relations and sectoral data analysis as well as exposure to working in Policy environment and 2 years experience at supervisory level. An Honours Degree will be an added advantage. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and execution skills and good leadership skills. Ability to manage/control financial resources and supervise staff. Must have knowledge of Policy and legislation development, data management and analysis, conflict management, problem solving and research skills.

DUTIES

: The successful candidate will be responsible for managing the SEIAS database and web application system, liaise with and provide support to stakeholders and departments, as well as to perform research. This entails The providing of support (induction and training) to departments to optimally apply SEIAS to existing and new legislations and policies: effective support to departments and assistance to departments for effective identification and utilisation of enabling legislation and policies. Managing of the SEIAS database and web application system; follow up on progress of proposals and SEIAS reports; Conducting of research on related sector for the submitted SEIAS reports: Perusal of relevant documentation/information to ensure correct and reliable data/information. Coordination of SEIAS Stakeholder engagements and facilitation of IGR related queries: Liaise with stakeholders and deal with IGR related queries. General administration of the SEIAS Unit including compiling of performance reports.

ENQUIRIES

: In connection with the applications kindly contact Ms J Mchunu, Tel No (012) 312-0462.