

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,
<u>FOR ATTENTION</u>	:	Ms N Maseko/ Ms T Sibutha
<u>CLOSING DATE</u>	:	19 January 2018
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 01/28</u>	:	<u>ASSISTANT DIRECTOR: PAYROLL AND ALLOWANCES DMR/17/0062</u>
<u>SALARY</u>	:	R 334 545 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate Degree or National Diploma in Accounting/ Finance/Cost Management/Auditing coupled with 3 years' relevant experience PLUS the following key competencies: Knowledge: Basic Accounting System(BAS), Personnel and Salary Administration(PERSAL), Public Finance Management Act(PFMA), Treasury Regulations(TR) and other relevant legislation. Skills: Good Interpersonal skills, Computer literate on Excel, Word, and Power Point. Communication: Verbal and Written and ability to communicate at all levels. Creativity: Problem Solving, Innovative and able to work under pressure.
<u>DUTIES</u>	:	Monitor/review and implement policies, procedures and other relevant prescripts on PERSAL and BAS, approve/authorize transactions on PERSAL and BAS, reconciliation of book out register, clearing exceptions on BA, monitor ACB limits, create and activate users on PERSAL (salary Syscon functions), co-ordinate and respond to internal and external auditors, monitor the cleaning of suspense accounts, monitor monthly bi annual and annual Tax reconciliation, supervise and develop staff.
<u>NOTE</u>	:	Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>ENQUIRIES</u>	:	Mr Gideon Tshivhase ☎012 444 3092
<u>POST 01/29</u>	:	<u>BUDGET ANALYST DMR/17/0063</u>
<u>SALARY</u>	:	R334 545 per annum (Level 09)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or National Diploma in Accounting/ Auditing/Finance/Cost and Management coupled with 3 years' relevant experience PLUS the following key competencies: Knowledge: PFMA, Treasury Regulations, Departmental Policies and procedures. Financial and Transversal systems used by Government Institutions, (BAS and PERSAL). Financial Planning and Costing of departmental strategic plan. Skills: Problem solving, Initiative, Management and Organisational

skills and a fast learner. Communication: Excellent interpersonal skills, Report Writing and Presentation skills. Creativity: Analytical and Innovative skills. Attention to detail.

DUTIES : Compile, analyse and submit budget documents for both Department and Public Entities during the annual budget processes (MTEF, ENE, AENE, Cabinet Memos, Virement and Rollovers. Handle all enquiries relating to budget issues. Assisting Programme and Responsibility Managers in costing strategic initiatives of the branch and translate them into spending plan, prepare monthly cash flow and advice thereof. Coordinate and assist the Programme Managers in compiling reasons and remedial steps for variance on project monthly drawings versus actual expenditure (IYM). Attend the respective responsibilities and programmes management, finance and operational meetings and provide financial advice. Provide budget and financial advice to Programmes and Responsibility Managers in terms of PFMA, Treasury Regulations and Treasury Guidelines. Conduct workshops to relevant Programme and Responsibility Managers regarding budget processes. Supervise and develop staff.

NOTE ENQUIRIES : Coloureds, Indians as well as people living with disabilities are encouraged to apply. Mr Vhonani Mukhathi ☎ 012 444 3370

POST 01/30 : **STATE ACCOUNTANT: PAYROLL AND ALLOWANCES DMR/17/0064**

SALARY CENTRE REQUIREMENTS : R 281 418 per annum (Level 8)
: Head Office (Pretoria)
: An appropriate Degree or National Diploma in Accounting/Auditing/Cost Management/ Finance related field coupled with a minimum of 3 years relevant experience PLUS the following key competencies: Knowledge: Basic Accounting System(BAS), Personnel and Salary Administration(PERSAL), Public Finance Management Act(PFMA), Treasury Regulations(TR) and other relevant legislation. Skills: Good Interpersonal skills, Computer literate on Excel, Word, and Power Point. Communication: Good verbal and written communication skills and the ability to communicate at all levels. Creativity: Problem solving skills, Innovative and able to work under pressure.

DUTIES : Review and approve transactions on BAS and PERSAL, monitor the payroll certification, Review and adjust ACB limit, clearing the suspense accounts. Approve journals on BAS, compile the compliance certificate, compile the book out register, compile the monthly, bi annual and annual, Tax Reconciliation, approve safetyweb transactions, attend to auditor's requests, and supervise the subordinates.

NOTE ENQUIRIES : Coloureds, Indians as well as people living with disabilities are encouraged to apply. Mr Gideon Tshivhase ☎ 012 444 3092