

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>	:	15 June 2018
<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). 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. 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.

OTHER POSTS

<u>POST 22/47</u>	:	<u>STATE ACCOUNTANT REF NO: DMR/18/0002</u>
<u>SALARY</u>	:	R281 418 per annum (Level 08)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Accounting/Financial Management with relevant experience PLUS the following key competencies: Knowledge: Computer Literacy, BAS and PERSAL; Skills: High numerical skills Communication: Good verbal and written communication skills; Creativity: Creative: Innovative thinker.
<u>DUTIES</u>	:	Verify allocations and pre-authorise transactions on LOGIS, Safety net and approve Payments on BAS. Oversee/identify the processes of receiving and expediting of invoices and follow-up on outstanding items. Oversee/identify irregular expenditure identified during the pre-authorisation process and follow-up thereon. Co-ordinate the maintenance of Invoice and Disbursement Registers and distribution of remittance advices (payment stubs). Process journals and maintain the suspense accounts and submit monthly reports. Attend to auditors (internal and external) and client queries. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr Gideon Tshivhase ☎012 444 3092
<u>NOTE</u>	:	Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<u>POST 22/48</u>	:	<u>ACCOUNTING CLERK: PAYROLL ALLOWANCE REF NO: DMR/18/0002 (X2 POSTS)</u>
<u>SALARY</u>	:	R152 862 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A National Diploma /Degree in Accounting/Financial Management with relevant experience in payroll and salaries PLUS the following key competencies: Knowledge: Computer Literacy, BAS and PERSAL; Skills: High numerical skills Communication: Good verbal and written communication skills; Creativity: Creative: Ability to perform well under pressure, Customer oriented, Self-driven.

DUTIES

: Verify and capture information on Persal and BAS Systems. Recall salaries, perform calculations, capture the correct amount on the system and process payment and clear suspense accounts. Handle, monitor and follow-up on service termination processes e.g. transfers to other Government Department, retirement, resignation, etc. Recalculate the backpay, medical, mortgage bond, refunds, garnishee orders, pension and re-instate the correct amount on Persal System. Dispatch, record and monitor payroll certificates to different payments and inform Directorate: Human Resource Administration and Practices if there is any changes on payroll certificates. Verify and authorise transactions from Human Resource Administration and Practices, open files and maintain records thereof. Handle all correspondence related to salaries (verbally and/or written) for internal and external clients and provide Auditor-General with information when requested.

NOTE

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ENQUIRIES

: Mr Gideon Tshivhase ☎012 444 3092