APPLICATIONS: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjes and Francis Baard Street, former Schoeman.

FOR ATTENTION: Ms N Maseko/ Ms T Sibutha

CLOSING DATE: 03 August 2018

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 driver’s 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 shortlisted 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 29/21: DEPUTY DIRECTOR: MINERAL ENVIRONMENTAL MANAGEMENT (X2 POSTS)

SALARY: R697 011 per annum Level 11 (inclusive package)

CENTRE: Mpumalanga Region, Witbank Ref No: (DMR/18/0010)

Western Cape Region, Cape Town Ref No: (DMR/18/0011)


DUTIES: 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 conflicts. Regulate the closure of mines within stipulated time frames.

ENQUIRIES
Mr A Tshivhandekano Tel No: (013) 653 050 (Mpumalanga Region)
Ms D Kunene Tel No: (021) 427 1013 (Western Cape Region)

NOTE
Please use a separate application from for each Region. Coloureds, Indians and people with disabilities are encouraged to apply.

POST 29/22
DEPUTY DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: (DMR/18/0012)
SALARY: R697 011 per annum Level 11 (inclusive package)
CENTRE: North West Region, Klerksdorp
REQUIREMENTS: An appropriate LLB or Legal qualification with at least three years relevant experience at a Junior Management and a valid driver’s license PLUS the following key competencies: Knowledge: Relevant provisions of the MPRDA. Repealed mining legislation and related legislations affecting the mining issues. Policies, procedures and directives relevant to the post. Skills: Strong ability to secure communication between government departments, business organizations and institutions. Communicate at a high-level manner on a verbal and non-verbal. Ability to think innovatively. Ability draft and oversee letters, reports, submissions, contracts and memos. Supervise and manage people. Ability to facilitate workshops. Communication: Verbal and written; Creativity: Ability to resolve issues with colleagues and clients Information evaluation and ability to work in a team.

DUTIES: Manage the administrative process necessary to grant rights and permits in compliance with the law. Oversee and maintain a categorised database (Min Act, MRMS and SAMRAD) to provide information on status of rights granted and promote continuous access to mineral properties. Monitor illegal prospecting and mining operations and follow up to enforce compliance with the law. Supervise and develop staff. Manage land use applications. Manage the Help Desk.

ENQUIRIES: Mr N Zindela Tel No: (018) 487 4300
NOTE: Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 29/23
DEPUTY DIRECTOR: EXPENDITURE MANAGEMENT REF NO: (DMR/18/0013)
SALARY: R697 011 per annum Level 11
CENTRE: Head Office, Pretoria
REQUIREMENTS: An appropriate Degree or National Diploma in Accounting or Finance related field with at least three years relevant experience at a Junior Management PLUS the following key competencies: Knowledge: Computer Literacy, BAS, PERSAL, LOGIS and Safety Web: Skills: High numerical skills; Communication: Good verbal and written communication skills; Creativity: Innovative thinker: Other: Ability to perform well under pressure. Customer oriented, Self-driven.

DUTIES: Co-ordinate and align processes of all activities performed at General Expenditure by maximizing utilization of available resources, including consolidation and review of monthly reports. Enforce adherence to PFMA, Treasury Regulations, DORA and other relevant prescripts. Develop/Review and implement/communicate policies, procedures and guidelines. Manage unauthorised, irregular and wasteful expenditure. Review and authorise transactions on LOGIS, BAS and Safety Web, monitor systems interface and maintain the vendor master file by following up on verification of suppliers' bank details. Coordinate and compile inputs for IFS & AFS. Handle issues with regard to external and internal clients/Auditor. Supervise and develop staff.

ENQUIRIES: Mr G Tshivhase Tel No: (012) 444-3092
NOTE: Coloureds, Indians as well as people with disabilities are encouraged to apply.
ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN
REF NO: (DMR/18/0014)

SALARY: R356 289 per annum Level 09
CENTRE: Free State Region, Welkom

DUTIES: Adjudicate social and labour plans submitted for mining rights applications. Monitor the implementation of the mining industry human resource development. Monitor the mining industry social-economics development process. Monitor the downscaling and retrenchment. Provide secretariat services to the regional statutory body. Participate and represent region in internal and external structures and forums.

ENQUIRIES: Mr A Mulaudzi Tel No: (057) 391 1399
NOTE: Coloureds, Indians as well as people with disabilities are encouraged to apply.

ASSISTANT DIRECTOR: INTERNAL CONTROL AND REPORTING
REF NO: (DMR/18/0015)

SALARY: R356 289 per annum Level 09
CENTRE: Head Office, Pretoria
REQUIREMENTS: An appropriate Degree or National Diploma in Finance related field 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: Innovative thinker; Other: Ability to perform well under pressure; Customer oriented; Self-driven.


ENQUIRIES: Ms Xolelwa Matyila Tel No: (012 444-3774
NOTE: Coloureds, Indians a well as people with disabilities are encouraged to apply.

ASSISTANT DIRECTOR: SPECIAL ASSIGNMENTS
REF NO: (DMR/18/0016)

SALARY: R356 289 per annum Level 09
CENTRE: Head Office, Pretoria
REQUIREMENTS: An appropriate Degree or National Diploma in finance related field with relevant experience PLUS the following key competencies: Knowledge: IIA Standards. ACFE Standards COSO, PFMA, Treasury Regulations, Prevention of organized crime Act, Prevention and Combating of Corrupt Activities Act. Protected Disclosures Act, Constitution of the Republic of South Africa, King IV, Skills: Leadership interviewing and investigating skills, Computer literacy, Coaching skills, Analytical skills; Communication: Good verbal and written communication; Creativity: Information evaluation, decision-making creativity etc.
**DUTIES**
Prepare and review the preliminary assessment of allegations. Interview suspects and follow relevant leads. Perform quality investigative work in line with applicable investigation standards and other relevant laws and regulations. Prepare and review a submission to the Director General on audit reports issued. Prepare and provide relevant documentation to internal (Labour Relations) and external (SAPS) where such is needed. Participate in the discussion and provision of advice to Labour Relations on charges based Compile and review draft investigative reports and communicate with clients in a timely manner. Review/conduct performance assessment. Coach, Lead, train and develop new team members. Build relationship with clients, external auditors, other assurance providers.

**ENQUIRIES**
Mr S Mokubela Tel No: (012 444-3740)

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

**POST 29/27**
**ASSISTANT DIRECTOR: OPERATIONAL AUDITS**
**REF NO:** (DMR/18/0017)
**SALARY**
R356 289 per annum Level 09
**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**
An appropriate National Diploma/Degree in Internal Audit, Accounting, Cost and Management Accounting and other relevant qualifications coupled with relevant experience; PLUS the following key competencies: Knowledge: IIA Standards COSO, Accounting Standards, PFMA, Treasury Regulation, King IV, Public Service Regulations and policies; Skills: Leadership, Interviewing and investigating skills, Computer literacy, Coaching skills, Communication skills (verbal and written), Project management; Creativity: Information evaluation, decision-making creativity etc.

**DUTIES**
Provide input to the enhancement of audit methodologies. Conduct research for the internal audit unit. Formulation of an annual audit plan which forms part of the three (3) year rolling plan. Project planning and execution. Report on the results of audit performed. Perform Administrative tasks. Coach, Lead, train and develop new team members Supervise and develop staff. Review/conduct performance assessment. Attend and participate in Steering committee and sub-committee where required. Build relationship with clients, external auditors, other assurance providers.

**ENQUIRIES**
Ms N Baloyi Tel No: (012 444-3208)

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

**POST 29/28**
**SENIOR STATE ACCOUNTANT: REVENUE**
**REF NO:** (DMR/18/0018)
**SALARY**
R299 709 per annum Level 08
**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**
An appropriate Degree or National Diploma in finance related field coupled with relevant experience PLUS the following key competencies: Knowledge: PFMA, Treasury Regulations, Basic Accounting System (BAS), PERSAL; Skills: Excellent financial management skills, Computer literacy, Numeracy skills; Communication: Ability to interact with persons on various levels, Good verbal and written communication; Creativity: Innovative and self-confident, Ability to analyse and solve problems, Ability to work under pressure

**DUTIES**

**ENQUIRIES**
Mr N Tshabalala Tel No: (012 444-3104)

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

**POST 29/29**
**INTERNAL AUDITOR (INFORMATION SYSTEMS AUDITING)**
**REF NO:** (DMR/18/0019)
**SALARY**
R299 709 per annum Level 08
**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**
An appropriate IT Audit National Diploma/Degree or an equivalent qualification coupled with relevant experience PLUS the following key competencies:

Knowledge: IIA Standards, Accounting Standards, PFMA, Treasury Regulations, ISACA Standards, System Development Cycle (SDLC), Electronic Data Processing and General ICT Controls Skills: Interviewing Computer literacy, Analytical skills, Communication skills (both written and verbal); Creativity: Information evaluation, decision-making creativity etc.

**DUTIES**
Compile and submit audit project documents and working papers for review by supervisor. Perform a preliminary survey of the process/business unit under review. Document a system description for the area/process under review. Identify and document risks Compile an audit programme based on risks and criteria identified. Compile finding worksheets on exception noted as per the methodology. Document the criteria, observation, root causes, risks, recommendations and management action plan. Active participation in activities of the unit and giving input to the improvement of the methodology. Perform administrative tasks as part of audit engagement and when requested on behalf of the unit.

**ENQUIRIES**
Ms E Lavhengwa Tel No: (012 444-3211)

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

**POST 29/30**
**ADMINISTRATIVE OFFICER: CONTRACTS ADMINISTRATION REF NO:**
**(DMR/18/0024)**

**SALARY**
R299 709 per annum Level 08

**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**
An appropriate three-year tertiary qualification in Logistics/Procurement/Finance with relevant experience in Contract Administration PLUS the following key competencies: Knowledge: PFMA, SCM, PPPFA & BBBEEA Skills: Planning and organizational skills; Communication: Good verbal and written communication; Creativity: Self driven, innovative and self-confidence; Other: Ability to work under pressure. A Legal services qualification and experience will be an added advantage.

**DUTIES**
Assist with the drafting of Service Level Agreements (SLA). Prepare contracts (in consultation with legal services and line function), from the Bid Adjudication Committee and Director-General approvals and co-ordinate sign off. Attend and minute meetings with suppliers. Ensure that purchase orders for contracts are processed. Report on Black Economic Empowerment percentage of contracts awarded and reconcile payments for contracts.

**ENQUIRIES**
Mr Tlangelani Baloyi Tel No: (012 444-3642)

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

**POST 29/31**
**OFFICE ADMINISTRATOR (AUDIT SERVICES) REF NO:**
**(DMR/18/0020)**

**SALARY**
R242 475 per annum Level 07

**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**
An appropriate three-year tertiary qualification in Office Management or relevant qualification coupled with relevant experience PLUS the following key competencies: Knowledge: Minute Taking and Records Management, Problem Solving Skills: Analytical skills Communication skills, Organisational skills; Communication: (both written and verbal); Creativity: Ability to support multiple teams, Willingness to learn et, Ability to work under pressure and being organized.

**DUTIES**
Prepare and update weekly, monthly, quarterly and annual productivity reports for the Chief Directorate. Compile client and staff satisfaction survey report for the Chief Directorate. Maintain a list of planned audit Committee Meetings. Arrange venue, catering and stationery for the meetings. Facilitate the compilation and distribution of the Audit Committee packs. Provide Administrative support in the appointment of Audit Committee Members. Record minutes of Audit Committee Meetings. Follow-up on input for resolutions taken in Audit Committee meetings. Maintain an effective filing system for the Chief Directorate. Scheduling Plan and Staff Training.

**ENQUIRIES**
Mr Moses Mphuthi Tel No: (012 444-3216)

**NOTE**
Coloureds, Indians as well as people with disabilities are encouraged to apply.
**POST 29/32**  :
**ADMINISTRATION OFFICER: SOCIAL AND LABOUR PLAN** ref no: (DMR/18/0021)

**SALARY**  :
R242 475 per annum Level 07

**CENTRE**  :
Northern Cape Region, Kimberley

**REQUIREMENTS**  :

**DUTIES**  :
Register received and acknowledge receipt on new applications for social and labour plans. Conduct preliminary and final assessments of social and labour plans on small to medium scale operations. Co-ordinate workshops and meetings between the department and the clients. Provide administrative support for the sub-directorate. Compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice and liaise with clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.

**ENQUIRIES**  :
Ms Thozama Basi Tel No: (053 807 1700)

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