

**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** : 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 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 29/21** : **DEPUTY DIRECTOR: MINERAL ENVIRONMENTAL MANAGEMENT (X2 POSTS)**
- SALARY CENTRE** : R697 011 per annum Level 11 (inclusive package)  
Mpumalanga Region, Witbank Ref No: (DMR/18/0010)  
Western Cape Region, Cape Town Ref No: (DMR/18/0011)
- REQUIREMENTS** : A tertiary Degree (NQF7) in Natural Science/Environmental Management coupled with at least three years relevant experience in environmental field at junior Management level and a valid driver's license PLUS the following key competencies: Knowledge: The National Environmental Management Act (107 of 1998). The National Environmental Management: Waste Act (Act 59 of 1998). Mineral and Petroleum Resources Development Act 2002. Minerals Act 1991 Mining Procedures and Environmental Impact Process. Sound knowledge of environmental impact assessment and remediation. Knowledge of impact assessment and evaluation methods. Knowledge of environmental legislation. Knowledge of mining methods, mining processes, mining waste generation and disposal. Knowledge of environmental resources economics, mineral economics and financial risk assessment. 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. Communication: Ability to interact with people on various levels. Sound written & verbal communication. Ability to interpret and apply legislation, good interpersonal skills. Creativity: Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management; Creative thinking. Assertive and confident approach ability to analyse problems.
- 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 form for each Region. Coloureds, Indians as well as 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 continued 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 processes, policies and procedures to officials/clients. Manage unauthorised, irregular and fruitless 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. Co-ordinate 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.

<b><u>POST 29/24</u></b>	:	<b><u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: (DMR/18/0014)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R356 289 per annum Level 09 Free State Region, Welkom A Degree in Social Sciences/Personnel/Human Resources or Industrial Relations. Development Economics coupled with relevant experience and a valid Code 8 driver's licence, PLUS the following key competencies PLUS the following key competencies: Knowledge: Mineral and Petroleum Resources Development Act, 2002 and the Minerals Act, 50 of 1991, Knowledge of previous Minerals Legislation. The Mining Charter (BBSEE), Social and Labour Plan, Skills Development Act 1998, South African Mining industry economics and legislation Understanding of IDP & LED Processes, Human Resource development and labour legislation Skills: Analytical Skills, Research Skills, Report writing and formulation skills, Ability to mediate in and resolve conflict situations, Computer literacy; Communication: Excellent verbal and written communication skills, Diplomacy and Professional conduct Creativity: Dynamic individual and team player, Creative thinking, Easily adaptable to change, Ability to solve problems in a creative and constructive manner, Assertive and confident approach, Innovative, self-driven and independent person, Work under Pressure, Participate in External and Internal Structures and Forums.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr A Mulaudzi Tel No: (057) 391 1399 Coloureds, Indians a well as people with disabilities are encouraged to apply.
<b><u>POST 29/25</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND REPORTING REF NO: (DMR/18/0015)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R356 289 per annum Level 09 Head Office, Pretoria 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.
<b><u>DUTIES</u></b>	:	Compile financial statements. Co-ordinate and liaise with Auditor-General on audit related matters. Assist/develop and review policies and procedures. Monitor level of compliance to PFMA, policies and other regulation and report thereon. Monitor and clear suspense accounts and ensure timeous closure of financial periods. Co-ordinate, review, compile and submit PFMA reports to National Treasury. Supervise and develop staff.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms Xolelwa Matyila Tel No: (012 444-3774 Coloureds, Indians a well as people with disabilities are encouraged to apply.
<b><u>POST 29/26</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPECIAL ASSIGNMENTS REF NO: (DMR/18/0016)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R356 289 per annum Level 09 Head Office, Pretoria 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 a 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 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 a 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** : Check debt register, debt take-on and authorise debts on BAS. Follow up on outstanding debts. Monitor recovery and collection of debts. Monitor safekeeping and updating of debtors files and register. Monitor clearing of debt and telephone related suspense accounts. Administer telephone accounts. Monitor cashier's office. Supervise and develop staff. Any other related duties.

**ENQUIRIES** : Mr N Tshabalala Tel No: (012 444-3104  
**NOTE** : Coloureds, Indians a 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms E Lavhengwa Tel No: (012 444- 3211
<b><u>NOTE</u></b>	:	Coloureds, Indians a well as people with disabilities are encouraged to apply.
<b><u>POST 29/30</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: CONTRACTS ADMINISTRATION REF NO: (DMR/18/0024)</u></b>
<b><u>SALARY</u></b>	:	R299 709 per annum Level 08
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr Tlangelani Baloyi Tel No: (012 444- 3642
<b><u>NOTE</u></b>	:	Coloureds, Indians a well as people with disabilities are encouraged to apply.
<b><u>POST 29/31</u></b>	:	<b><u>OFFICE ADMINISTRATOR (AUDIT SERVICES) REF NO: (DMR/18/0020)</u></b>
<b><u>SALARY</u></b>	:	R242 475 per annum Level 07
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	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. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr Moses Mphuthi Tel No: (012 444- 3216
<b><u>NOTE</u></b>	:	Coloureds, Indians a 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** : A Three-year tertiary qualification in Social Science, Development Economics Industrial Science and Human Resource Development coupled with relevant experience PLUS the following key competencies: Knowledge: Mineral Laws; Socio-economic development issues. Social and Labour and Financial Management, Human Resource Development and Labour legislation. Skills: Analysis capacity, Computer literacy, Communication research, Report writing and formulation, Project Management; Communication: Excellent verbal and written communication skills. Diplomacy and professional conduct. Creativity: Dynamic individual and team player. A valid driver's license is required.

**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.