

**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** : 13 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 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.
- ERRATUM:** kindly note that the following posts that were advertised on circular 29 dated 20 July 2018, were advertised with a wrong salary levels; Deputy Director: Mineral Environmental Management X2, Mpumalanga Ref No: (DMR/18/0010) and Western Cape Ref No: (DMR/18/0011); Deputy Director: Mineral Laws Administration Ref No: (DMR/18/0012), salary Levels 11 (R697 011); the correct salary is Level 12 (R826 053). Assistant Director: Social and Labour Plan, Free State (DMR/18/0014), salary level 09 (R356 289); the correct salary is Level 10 (R444 693). Administration Officer: Social and Labour Plan (DMR/18/0021), salary level 07 (R242 475); the correct salary is Level 08 (R299 709). The closing date for these posts is 03 August 2018.

**MANAGEMENT ECHELON**

- POST 30/18** : **REGIONAL MANAGER REF NO: (DMR/18/0024)**
- SALARY** : R984 174 per annum Level 13
- CENTRE** : Limpopo Region, Polokwane
- REQUIREMENTS** : An appropriate (NQF level 7), Mining Engineering, LLB, Environmental Science, B. Com, B Soc Science coupled with relevant experience of which 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 Mining Charter, PFMA, NEMA, Mining Titles Registration Act and B-BBEEE Act, Public Service Act, other previous and current statuses 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: (verbal and written); Creativity: Innovative thinker, Logical Objective, Accurate Diplomatic.
- DUTIES** : Effective implementation and administration of the Minerals and Petroleum Resources Act (MPRDA) Implementation and management of effective 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 & evaluation of compliance. Management of land use and ensure rural and urban development through social plan. Mining community relations management, and conflict resolution & community capacity building. Ensuring the meaningful economic participation of Historically Disadvantaged South Africans and communities in the mining economy and management their value in the economy. Provide support and give advise to the Deputy Director-General: Mineral Regulation and the Minister.

**ENQUIRIES** : Ms M Kobe ☎(012 444 3962  
**NOTE** : Coloureds, Indians a well as people with disabilities are encouraged to apply.

#### **OTHER POSTS**

**POST 30/19** : **DEPUTY DIRECTOR: MARKETING AND EVENTS MANAGEMENT REF NO: DMR/18/0025**

**SALARY** : R697 011 per annum Level 11  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An appropriate National Diploma /Degree in Marketing and Events Management coupled with relevant experience PLUS the following key competencies: Knowledge: Events Management practice, Government protocol practices, Government procurement processes, financial processes, advertising and branding knowledge and understanding of DMR policies, functions and projects. Policy development strategic planning and project management; Skills: verbal and written) Management and organisational skills, computer skills, creativity and innovation interpersonal skills, analytical skills, organising and co-ordination, facilitation and implementation, well developed interpersonal relationship at all levels. Problem solving and analysis, strategic capability, policy development and implementation; Communication: information evaluation, decision making and creative thinking; Creativity: Logical, creative and innovative thinker, objective, accurate and diplomatic; Other Administer the budget and disbursement of funds for events, campaigns, exhibition, provide advise and guidance on the interpretation and application of the department's communication strategy and policies pertaining to marketing.

**DUTIES** : Plan external and bigger departmental events, co-ordinate external and bigger departmental events. Coordinate protocol arrangement at events, calculate cost of external and bigger departmental events. Advise and liaise with clients on event management. Implement advertising, marketing and branding strategies, ensure compliance with branding of events and publications, distribute advertising and marketing material and maintain departmental notice boards.

**ENQUIRIES** : Ms A Shezi ☎(012 4443279  
**NOTE** : Coloureds, Indians a well as people with disabilities are encouraged to apply.

**POST 30/20** : **ADMINISTRATION OFFICER: SOCIAL AND LABOUR PLAN REF NO: DMR/18/0026**

**SALARY** : R299 709 per annum Level 08  
**CENTRE** : Limpopo Region, Polokwane  
**REQUIREMENTS** : A Degree 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 drivers licence 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 C Kobe ☎012 444 3962  
**NOTE** : Coloureds, Indians a well as people living with disabilities are encouraged to apply.

**POST 30/21** : **ADMINISTRATION CLERK: LEGAL SERVICES REF NO: DMR/18/0027**

**SALARY** : R163 563 per annum Level 05  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A Senior Certificate with relevant experience PLUS the following key competencies: Knowledge: Knowledge of relevant legislation /policies / prescripts and procedures in public services; Skills: Excellent verbal and written communication, Creative thinker, Problem solving; Communication: Computer literacy (MS WORD, Excel, Outlook and Powerpoint, Innovative and analytical, Ability to work under pressure. A degree in Public Administration will be an added advantage.

**DUTIES** : Filing and indexing of all documents. Liaise with Registration office. Process documents (letters, memoranda, faxes, photocopies). Basic typing of documents such as letters, reports. Keep records of all incoming and outgoing mail within the Directorate. Administer all payments in respect of appeals and access to information. Carry-out administrative tasks to support the Directorate (administer leave, responsible for ordering of stationery, workplans, maintenance of photocopy machine, do filling, typing, compile directorate monthly reports. Update and maintain database for appeals and litigation. Any other administrative duties given by the direct supervisor.

**ENQUIRIES** : Ms A Ratlou ☎(012 444 3285  
**NOTE** : Coloureds, Indians a well as people with disabilities are encouraged to apply.