

**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** : 17 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.

**OTHER POSTS**

- POST 31/41** : **DEPUTY DIRECTOR: INDUSTRIAL MINERALS REF NO: DMR/18/0028**
- SALARY** : R826 053 per annum Level 12
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate Honours degree or equivalent (NQF Level 8 as prescribed by SAQA) in Mineral Economics, Mining Engineering, Geology, Mining Geology, Chemistry, Chemical Engineering, Metallurgy/Metallurgical Engineering coupled with three years relevant experience at Junior Management; PLUS the following key competencies: Knowledge: In-depth knowledge of mineral commodities Advanced knowledge and expertise with respect to South Africa's minerals and mining industry well as acquaintance with diversified global mineral and mining terrains world. A vast knowledge of Industrial Minerals will be an added advantage. Advanced knowledge of policies applicable to mining and mineral industries. Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet. Skills: Well developed skills in management, leadership, policy implementation and negotiation skills. Strong problem solving, time management, interpersonal and organizational skills, Well developed research and presentation skills. Proficient communication at high level, including public, public speaking and report writing effectively and concisely. Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet. Communication: Sound verbal and written communication capabilities Communicate effectively and concisely (verbally and in writing) by technical/strategic/business report writing). Public speaking capability Report Writing Skills; Creativity: Ability to compile, analyse and interpret data. Innovative and creative thinking capabilities.
- DUTIES** : Conduct in-depth research and market analyses, forecast trends in prices and supply and demand patterns and compile advanced mineral economic reports and or presentations, directories, memoranda and articles on the Industrial Minerals sector as well as on the general minerals and mining industry. Supervise and edit work of mineral economists such as mineral economic related reports, directories,

memoranda and articles on Industrial Mineral commodities. Handle mineral economic enquiries and advise on Industrial Minerals and matters. Ensure effective and efficient management of the Industrial Minerals Sub-directorate in order to add value towards the achievement of the strategic objectives of the Mineral Economics directorate and the Department of Mineral Resources. Assist in the promotion of South Africa's mineral Industry through participation in conferences, seminars, forums, workshops, exhibitions, etc, both locally and internationally, and advice management at all levels on the mineral economic issues including the promotion and optimal utilisation of South Africa's minerals. Attend to ad hoc tasks and Minerals related queries of an advanced nature.

**ENQUIRIES** : Mr R Masetlana ☎012 444 3731  
**NOTE** : Capability to work under pressure and a valid driver's license are essential. The incumbent will be required to travel both locally and internationally on a regular basis. Coloureds, Indians a well as people with disabilities are encouraged to apply.

**POST 31/42** : **SENIOR VETTING INVESTIGATOR REF NO: DMR/18/0029**

**SALARY** : R444 693 per annum Level 10  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An appropriate B Degree or equivalent in Social Sciences or related field plus a Certificate of Competency in Vetting Training Programme and a valid drivers licence coupled with three (03) to (05) years investigation experience. PLUS the following key competencies: Knowledge: Skills: Well developed skills in management, leadership, policy implementation and negotiation skills. Strong problem solving, time management, interpersonal and organizational skills, Well developed research and presentation skills. Proficient communication at high level, including public, public speaking and report writing effectively and concisely. Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet. Vetting policy, standards, procedures and relevant Acts; Skills: Report writing, planning and organising, problem solving, analytical skills, self-management, customer focus and responsiveness, initiative, acceptance of responsibility, teamwork and ability to manage conflict; Communication: (verbal and writing); Creativity: creativity and decision maker.

**DUTIES** : Conduct vetting fieldwork investigation. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigation. Ensure effective communication channel and systems between the Department and the National Intelligence Agency (NIA) and other related agencies and manage files related to vetting projects.

**ENQUIRIES** : Mr MP Mathebula ☎012 444 3155  
**NOTE** : Coloureds, Indians a well as people with disabilities are encouraged to apply.

**POST 31/43** : **ASSISTANT DIRECTOR: SPECIAL ASSIGNMENTS REF NO: DMR/18/0030**

This is a re-advert, people who previously applied needs to re-apply, if they are still interested in the posts.

**SALARY** : R444 693 per annum Level 10  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An appropriate National Diploma/Degree in Internal Audit, Policing, Forensic Investigation, Law and other relevant qualifications coupled with relevant experience in investigations 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 chargesbased. 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**  
**NOTE**

- : Mr Moses Mphuthi ☎012 444- 3216
- : Coloureds, Indians a well as people with disabilities are encouraged to apply.