

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>	:	14 September 2018
<u>NOTE</u>	:	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). NB: 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.

MANAGEMENT ECHELON

<u>POST 35/41</u>	:	<u>DIRECTOR: SMALL SCALE MINING (REF NO: DMR/18/0038)</u>
<u>SALARY</u>	:	R1 005 063 per annum Level 13 (All-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate qualification (NQF Level 7) as recognised by SAQA with relevant experience of which five (5) years must have been at Middle or Senior Management level in the Mining, Mineral and related fields with Business Administration and Development PLUS the following key competencies: Knowledge: An understanding of the South African mining and minerals industry, as well as legislation that governs the sector (MPRDA & MHSA); Knowledge of the development state principle and key government priorities; Experience in policy development and implementation; Ability to identify and evaluate projects; Managerial principles and budget; Engage and liaise with communities, traditional leaders and stakeholders; Skills: Leadership and managerial skills, Decision making capabilities, Organisational and administration skills, Strong problem solving, presentation skills, Diplomatic skills, Negotiation and Consultation skills, Strategic and Project management skills; Communication: communication at all levels (including high level communication between government departments, as well as private organisations, and institutions, Interaction with community members and traditional leadership, Sound written and verbal communication, Public speaking, report writing; Creativity: Diplomatic, Innovative and creative thinking capabilities; Other: Ability to implement innovative policy directions.
<u>DUTIES</u>	:	Give strategic direction to the development of small scale mining and provide inputs to policy. Manage small scale mining projects in all provinces with focus on rural communities. Support and advise the department on small scale mining related matters. Ensure the facilitation and coordination of technical and financial institutional support for small scale mining projects. Manage the Directorate.
<u>ENQUIRIES</u>	:	Ms N Ngcwabe ☎012 444 3004/3601
<u>NOTE</u>	:	Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 35/42 : **DIRECTOR: LEGAL SERVICES (REF NO: DMR/18/0039)**

SALARY : R1 005 063 per annum Level 13 (All-inclusive package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An LLB Degree as recognised by SAQA with extensive experience in Legal matters of which five (5) years must have been at Middle or Senior Management level PLUS the following key competencies: Knowledge: Legislative Drafting, DMR acts and policies, Public Service legislation and policies, Constitutional and Administrative Law, Legal drafting and interpretation, Court procedures; Skills: Negotiation, Computer Literacy, Presentation, Work under pressure, Highly organized, People Management; Communication: Excellent proven written and verbal communication; Creativity: Innovative, logical and analytical thinker.

DUTIES : Overall management of directorate. Provide legal advice to Minister and the Department. Manage the process of Appeals and Litigation. Develop, draft, amend and interpret legislation, agreements and various other documents. Act as legal representative for the Department at various forums. Implementation of Promotion of Access to Information Act.

ENQUIRIES : Mr P Alberts ☎012 444 3288

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

OTHER POSTS

POST 35/43 : **DEPUTY DIRECTOR: MINERAL LAWS (REF NO: DMR/18/0040)**

SALARY : R826 053 per annum Level 12

CENTRE : Eastern Cape Region, Port Elizabeth

REQUIREMENTS : A three-year tertiary qualification in Law coupled with relevant working experience of which three (3) must be at an Assistant Director level and a valid driver's licence, 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 nonverbal. 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 communication; Creativity: Ability to resolve issues with colleagues and clients. Information evaluation and ability to work in a team; Other: Ability to work under pressure and beyond official hours.

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 continues 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 : Ms B Ngebulana ☎041 403 6616

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

POST 35/44 : **DEPUTY DIRECTOR: MINE ECONOMICS (REF NO: DMR/18/0041)**

SALARY : R826 053 per annum Level 12

CENTRE : Eastern Cape Region, Port Elizabeth

REQUIREMENTS : A three-year tertiary qualification in Mining Engineering, Mine Survey, Geology Accounting, Economics or Auditing coupled with relevant working experience of which three (3) years must be at an Assistant Director level and a valid driver's licence, PLUS the following key competencies: Knowledge: Relevant provisions of the MPRDA. Understanding of Government policy and procedures regarding valuations of mine and asset valuations, In depth mining, technical and economic knowledge, ability to analyse market demand for minerals and quantify potential revenue from mineral production, ability to quantify capital and operational costs related to mining methods and processing plants to identify regulatory costs and how they impact on mining business plans, Ability to generated discounted cash

flows and evaluate business plans for mining projects, Understand co-ordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities, Policies, procedures and directives relevant to the post; Skills: Strong ability to secure communication between government departments, business organizations and institutions at executive levels, Communicate at a high level manner on a verbal and non-verbal, Ability to think innovatively, Financial and accounting skills in relation to mining projects and computer skills, Supervise and manage people, Ability to facilitate workshops; Communication: Imaginative problem solver, verbal and written communication; Creativity: Recognise viable business opportunities, valuation of mineral resources and mining projects, Understanding ore flow and accounting systems and internal economies of mines, Awareness of State's goals and objectives compared to the business objectives management skills and budget control, Information evaluation and ability to work in a team: Other: Ability work under pressure and beyond official hours.

DUTIES : Manage the adjudication of mineral project applications for prospecting, mining permit and mining rights in terms of MPRDA as well as sustainability of mining operations. Oversee compliance inspections on all prospecting and mining operations where rights are granted and compile the inspection master plan thereof. Provide inputs on development of policies and regulations related to mine economics and ensure implementation thereof. Conduct workshop to mining Industry and Communities on mine economics in collaboration with other units in the Regional Office. Handle enquiries regarding prospecting work programmes and mining work programmes applications and provide advice thereof. Conduct and advise on mine and asset valuations for tax purposes. Supervise and develop staff.

ENQUIRIES : Ms B Ngebulana ☎041 403 6616

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

POST 35/45 : **DEPUTY DIRECTOR: AUXILIARY SUPPORT SERVICES (REF NO: DMR/18/0042)**

SALARY : R697 011 per annum Level 11 (All-Inclusive package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate three-year qualification in Logistics/ Facilities Management coupled with relevant experience of which three (3) years must be at an Assistant Director level, PLUS the following key competencies: Knowledge: Public Finance Management Act, Treasury Regulations, Electronic Logging System, Understand the legislative/prescripts requirements relating to subsidises and GG vehicles, archive, documents, etc Relevant stakeholders, Customer Service (Batho Pele Principles), Understand the needs of the department and its structure in order to effectively assess needs and allocate accommodation and provide other relevant auxiliary services. Risk Management, Budgeting and Financial Management, Communication and Information Management, People and Performance Management, managing inter-personal conflict and solving problems. Skills: Business writing skills, Computer Literacy, Planning and organizing skills, Project or programme management, Report writing skills; Communication: Good communicator at all levels (verbally and in writing, Good numerical skills, Negotiation skills).

DUTIES : Control and ensure compliance (with national and departmental prescripts, policies and procedures) of the processes pertaining to transport, accommodation, records and facilities management, Develop, maintain and implement departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management, Manage the sub directorate, Advise users and suppliers on national and departmental strategies, policies processes and procedures pertaining to transport, accommodation, records and facilities management.

ENQUIRIES : Mr N Maleka ☎012 444 3115

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

POST 35/46 : **ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT (REF NO: DMR/18/0043)**

SALARY : R444 693 per annum Level 10

CENTRE : Limpopo Region, Polokwane

REQUIREMENTS : A three-year tertiary qualification in Natural Science/Environmental Science/Environmental Management coupled with relevant working experience and a valid driver's licence, 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 method, 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, integration of social economic bio-physical and cultural-historical impacts. Personnel Management, Working and creating team work; Communication: Good verbal and no-verbal communication skills. Excellent English reading and writing skills, 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 EIA process (basic assessments, scoping report. EIAR/EMP and listed activities) closure plans and other technical and environmental documents. Compliance, Auditing and performance Assessment. Evaluate environmental risk and manage the closure of mines with the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operate governance. Conduct compliance inspections. Manage and resolve complaints and conflicts. Regulate the closure of mines within stipulated time frames.

ENQUIRIES : Mr TC Kolani ☎015 287 4700/61

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

POST 35/47 : **ASSISTANT DIRECTOR: ADMINISTRATION (REF NO: DMR/18/0044)**

SALARY : R444 693 per annum Level 10

CENTRE : Eastern Cape Region, Port Elizabeth

REQUIREMENTS : A three-year tertiary qualification in Administrative or Financial fields coupled with relevant working experience, PLUS the following key competencies: Knowledge: Mining industry legislation and policies, Public service legislations, PFMA, MPRDA with regards to applications, penalties and payments; Skills: Organizational, Communication, Computer, Financial and accounting. Interpersonal and Management skills; Communication: Written and spoken. Creativity: Ability to be pro-active. Decision making. Experience in both the creditor and debtor's functions. Analytical thinker; Other: Ability to work with both the internal and external auditors.

DUTIES : Manage the drafting and control of budget expenditure in the region. Manage the enquiry service/helpdesk to ensure efficient service delivery in the region. Provide administrative services in terms of Supply Chain Management, Human Resources Management, Risk Management, Facilities Management and Events Management. Manage the revenue collection, record keeping and management control systems. Manage the receiving and recording of applications in terms of the MPRDA. Ensure access to information requests are handled in line with prescripts. Manage and develop staff. Manage and control the optimal utilization of departmental transport in line with policy and prescripts. Provide a technical network support to IT. Manage and maintain an effective registry service in the regional office.

ENQUIRIES : Ms BT Ngebulana ☎041 403 6616

NOTE : Ability to perform under pressure and work beyond working hours. Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 35/48 : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT (REF NO: DMR/18/0045)**

SALARY : R356 289 per annum Level 09
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate tertiary qualification in Records Management or relevant qualification coupled with relevant experience, PLUS the following key competencies: Knowledge: National Archive Act, MISS Document, Public Finance Management Act, Treasury Regulations, Electronic Logging System, Understand the legislative/prescripts requirements relating to archive, documents, etc. Relevant stakeholders, Customer Service (Batho Pele Principles), Understand the needs of the department and its structure in order to effectively assess needs and allocate accommodation and provide other relevant auxiliary services. Risk Management, Budgeting and Financial Management, Communication and Information Management, People and Performance Management, managing interpersonal conflict and resolving problems; Skills: Business writing skills, Computer Literacy, Planning and organizing skills, Project or programme management, Report writing skills; Communication: Good communicator at all levels (verbally and in writing, Good numerical skills, Negotiation skills).

DUTIES : Control and ensure compliance (with national and departmental prescripts, policies and procedures) of records management, Develop, maintain and implement departmental strategies, policies processes and procedures pertaining to records and facilities management, Manage the sub directorate. Advise users and suppliers on national and departmental strategies, policies processes and procedures pertaining to records management. Manage the receiving, delivery of mail (parcels), manage Records and archiving of documents.

ENQUIRIES : Mr N Maleka ☎012 444 3115
NOTE : Coloureds, Indians as well as people with disabilities are encouraged to apply.