

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** : 26 October 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). 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.

MANAGEMENT ECHELON

- POST 41/79** : **PROFESSIONAL MINERAL ECONOMIST REF NO: DMR/18/0048**
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A Master's degree (NQF level 9) in Geology/ Mining/ Economics of Mining/ Minerals / Petroleum as recognised by SAQA coupled with relevant experience of which 5 years must be at a Middle or Senior Management Level Plus the following competencies; Knowledge: of Advanced knowledge of mineral and petroleum commodities; knowledge of mining and upstream petroleum industries; Knowledge of developments in the South African and in global specific and total mineral industries and any factors that can impact on these; Mining, Minerals and upstream petroleum legislation; Public Service Regulations; Balanced perception of economic developments and trends of the sectors. Skills: Analytical skills (Ability to compile and analyse data); Well-developed supervisory skills; Leadership skills; Ability to work independently as well as in a team; Decision making capabilities; Organisational and administration skills; Strong problem solving; Presentation skills; Computer Literacy. Communication: Communication at all levels (including high level communication between government departments, as well as private organisations and institutions); Sound written and verbal communication; Public speaking; Report writing. Creativity: Meticulous, Innovative and creative thinking capabilities.
- DUTIES** : Oversee and manage the shale gas project development and implementation of action plan; Oversee and manage the implementation of Oceans Economy Operation Phakisa Plan; Manage and facilitate research and reporting by SOEs involved in oil and gas; coordinate and provide relevant information that will enhance global competitiveness and attract new investments into the South African economy; Develop mentoring programmes and guidelines, and act as a mentor to develop and train Mineral Economists holistically in the work of the Unit (proficiency in collecting, analysing data, research and compilation of reports); Play a meaningful role in the development of empowerment strategies in the minerals and petroleum sectors; Ensure full participation of mining, minerals and petroleum industries of South Africa in shaping the destiny of the industry locally and globally;

Collect and provide relevant information to enhance global competitiveness and attract new investments into the South African economy.
ENQUIRIES : MS F Ncgwabe Tel No: (012 444 3004/ 3601
NOTE : Coloureds, Indians a well as people with disabilities are encouraged to apply.

OTHER POSTS

POST 41/80 : **SENIOR INSPECTOR OF MINES: MHS REF NO: DMR/18/0049**

SALARY : R826 053 per annum (Level 12) (all-inclusive package)
CENTRE : North West Region, Rustenburg
REQUIREMENTS : A Mine Manager's Certificate of Competency (Coal and Metalliferous) with 3-5 years' experience in the mining industry or Mine Health and Safety Inspectorate and a valid driver's licence. Knowledge: Mine Health and Safety Act, Experience of both underground and surface mining, Understanding of the Department's policies aimed at optimal utilisation of Mineral Resources, Knowledge of labour relations and human resource management. Budget control; Skills: High level management skills, Planning, Leading, Organising and Conflict resolution. Report writing skills and formulation good interpersonal relations. Analyses and interpretation of mine accidents statistics, recommend mining engineering solutions. Negotiation skills and computer literacy. Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced. Creativity: Ability to analyse work-related problems and draft and implement strategies to ensure an improvement.

DUTIES : Monitor compliance to the Mine Health and Safety Act, of 1996 (Act No 29 of 1996) regarding mining related matters. Investigate mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Where necessary serve on examination boards (i.e certificates of competency). Investigate, consult and make recommendation to other departments on closure certificates, prospecting rights, mining permits, emp's and township development. Conduct surface, shaft and underground audits and inspections on mining related matters at the mines and give appropriate verbal or written instructions. Compile regional reports and give inputs to Head Office on the revision of machinery regulations, drafting of guidelines and standards directive, etc. Supervise and develop staff.

ENQUIRIES : Mr HM Mothiba ☎014 594 9240
NOTE : Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 41/81 : **INSPECTOR OF MINES: MHS REF NO: DMR/18/0050**

SALARY : R697 011 per annum (Level 11) (All-inclusive package)
CENTRE : North West Region, Rustenburg
REQUIREMENTS : Mine Manager's Certificate of Competency (Metalliferous and/or Coal) with 3-5 years' experience in the mining industry or Mine Health and Safety Inspectorate and a valid driver's licence, Plus the following competencies; Knowledge: Mine Health and Safety Act. Extensive knowledge and experience of both underground and surface mining. Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Basic knowledge of labour relations and human resources management. Skills: High level management. Risk assessment techniques. Conflict resolution, Negotiation. Planning and organising. Computer literacy. Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced. Creativity: Innovative and creative thinking ability.

DUTIES : The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Conduct inspections and audits, conduct inquiries and investigation into accidents and incidents. Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines. Give support and assistance in the promotion of health and safety in the mining industry. Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms. Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining

industry. Manage information systems Support and develop a transformation process within the regional office.

ENQUIRIES : Mr HM Mothiba ☎014 594 9240

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

POST 41/82 : **DEPUTY DIRECTOR: AUXILIARY SUPPORT SERVICES REF NO: DMR/18/0051**

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

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

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate three-year qualification in Transport/ Facilities Management and Public Management or related field 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.