

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** : 02 November 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 during this period may regard their applications as unsuccessful.

MANAGEMENT ECHELON

- POST 42/30** : **CHIEF DIRECTOR: MINING AND MINERAL POLICY REF NO: DMR/18/0053**
- SALARY** : R1 189 338 per annum (Level 14) (All-Inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A Undergraduate Degree in Social Science/Law (NQF level 7 as recognised by SAQA) coupled with extensive relevant experience of which 5 years must be at a Senior Management level, PLUS the following competencies Knowledge of The South African mining industry and policy framework (including Policy, Bills and Legislation development) Transformation framework, Managerial principles and budget, Parliamentary processes, Mining prescripts of major mining jurisdictions. Skills: Leadership and management skills, Decision making capabilities, Organizational and administration skills, Strong problem solving, Presentation skills. Communication: Be able to communicate 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: Innovative and creative thinking capabilities.
- DUTIES** : Manage the development, review and implementation of the legislative and policy framework. Ensure effective and efficient management of the Chief Directorate (budgets, administrative systems and control, compliance with PFMA, etc.). Monitor developments (national and international) and broad legislative framework in the mining sector to ensure harmonisation. Provide strategic advice on the implementation and application of policies and legislative framework, Oversee the development and maintenance of policies that govern all aspects in both mining and mineral sector, Oversee policy research management studies for the department and that of public entities.
- ENQUIRIES** : Ms N Ngcwabe Tel No: (012) 444 3004/ 3601
- NOTE** : Women, Coloureds, Indians a well as people with disabilities are encouraged to apply.

OTHER POSTS

- POST 42/31** : **INSPECTOR: MINE EQUIPMENT REF NO: DMR/18/0054**
- SALARY** : R697 011 per annum (Level 11) (All-inclusive package)
CENTRE : Northern Cape Kimberley
REQUIREMENTS : Appropriate Certificate of Competency for mechanical or Electrical Engineer Mining coupled with relevant experience in mining as well as a valid driver's license. Plus, the following competencies Knowledge of Mine Health and Safety Act and Regulations & Legal proceedings. Mining Engineering e.g Winder, Boilers, Plants etc. Hazard identification and Risk Management Public Service Staff Code. 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 resolutions, negotiation, planning and organising. Computer skills, report writing and formulation. Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced. Be able to recommend mining engineering solutions. Creativity: Innovative and creative thinking ability.
- DUTIES** : The appointee primary responsibility will be to enforce and adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Conduct inspections and underground shaft and surface audits on plants, structures, track bound, trackless mining equipment and electrical distribution systems. Investigate mine related accidents, contraventions and complains as well as analyse mine accidents and trends to determine high risk mines and take appropriate actions. Test and license equipment on mines e.g Winders, lifts, chairlifts, boilers and conduct statutory inspections. Conduct oral and written examinations i.e certificate of competency in engineering, on setters certificate and mine overseer's certificate. Investigate, consult and make recommendation to other department on closure certificates, prospecting rights, mining rights, permits, EMPR's and township development. Compile regional reports and participate in the revision of machinery regulations, drafting of guidelines and standards, also participate in tripartite structures e.g MQA/MRAC/SIMRAC.
- ENQUIRIES** : Mr TM Mateta ☎053 807 1735
NOTE : The appointment will be subject to a pre-medical examination of fitness. Coloureds and Indians are encouraged to apply.
- POST 42/32** : **INSPECTOR OF MINES (OCCUPATIONAL HYGIENE) REF NO: DMR/18/0055**
- SALARY** : R697 011 per annum (Level 11) (All-inclusive package)
CENTRE : Northern Cape Region, Kimberley
REQUIREMENTS : Appropriate Certificate on Mine Environmental Control coupled with relevant experience and a valid driver's licence, Plus the following competencies Knowledge of Mine Health and Safety Act and Regulations & Legal Hazard Identification and Risk Management Public Service Staff Code. Basic knowledge of labour relations and human resources management. Skills: High level management. Risk assessment techniques. Conflict resolutions, 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 and adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Statistical analysis and conducting inspections on different mines based on the performance and Health and safety statistics prioritising high risk mining. Analyse occupational Hygiene Reports, write report and give appropriate instructions for remedial actions to be implemented. Investigate mine related accident, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Conduct surface, shaft and underground audits and inspections on occupational hygiene matters at mines and give appropriate verbal or written instructions. Investigate, consult and make recommendation to other

department on closure certificates, prospecting rights, mining rights and permits, emp's and township development. Compile report by giving relevant inputs to Head of branch on matter related to Hygiene in the region inclusive of the status of the Mines.

ENQUIRIES
NOTE

- : Mr TM Mateta ☎053 807 1735
- : The appointment will be subject to a pre-medical examination of fitness. Coloureds and Indians are encouraged to apply.