

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** : 09 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.

OTHER POSTS

- POST 43/24** : **DEPUTY DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: DMR/18/0056**
- SALARY** : R697 011 per annum (Level 11) (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A three-year tertiary qualification in Internal Audit, Accounting, Information Systems/Technology or relevant qualification coupled with relevant experience of which three 3 years must be at an Assistant Director level; Knowledge: IIA Standards, COSO, COBIT, ITIL, DPSA ICT, Governance Framework, PFMA, Treasury Regulations, King IV, Public Service Regulations and policies; Skills: Leadership, Interviewing and investigating skills, Computer literacy, Coaching skills, Communication skills (verbal and written); Communication: Verbal and Written; Creativity: Information evaluation, decision-making creativity ,ability to interact freely with management at all levels, ability to motivate team etc.
- DUTIES** : Provide input to the enhancement of audit methodologies and technology. Conduct research for Internal Audit unit. Give input into the development of the three-year rolling Internal Audit Plan. Compile an annual audit plan. Oversee and guide the planning and execution of audit projects. Review the quality of work performed to ensure that audits are executed in line with applicable auditing standards and other relevant laws and regulations. Evaluate, monitor and update the internal audit training and development plan. Maintain a register of audit projects and findings and monitor implementations and adherence to audit recommendations. Attend and participate in Steering committee and sub-committee where required. Review/conduct performance assessment. Coach, Lead, train and develop new team members. Build relationship with clients, external auditors, other assurance providers.
- ENQUIRIES** : Ms E Lavhengwa ☎012- 444 3211
- NOTE** : Women, Coloureds, Indians a well as people with disabilities are encouraged to apply.
- POST 43/25** : **ASSISTANT DIRECTOR: SYSTEMS APPLICATION REF NO: DMR/18/0057**
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Head Office, Pretoria

REQUIREMENTS : An appropriate Degree \ National Diploma in Information Technology\Computer Science. A minimum of 3 years Software Development experience is required. Knowledge and experience of .net or JAVA is required. Enterprise\Solution\technical Architecture exposure will be advantage PLUS the following key competencies: Knowledge: net (ASP, MVC, HTML, CSS, Javascript) WebSite content management EDMS (i.e. Sharepoint) Database design (i.e. MS SQL), GIS System Analysis Tools and techniques, SDLC, Application Testing, Solution Design techniques Skills: Analytical skills, Programming Skills, Interpersonal skills, Training skills, Workshop facilitation skills, Problem Solving skills, Team Working; Project Management, Research /skills, People Management skills; Creativity: Ability to organize /prioritise/initiate work activities/gather information/perform well under pressure/learn quickly and be innovative.

DUTIES : Development experience in multiple languages including Java, JavaScript, RESTful web services, .net and forth generation languages. Participate in planning, definition, and high-level design of the solution. and explore solution alternatives. Identify and maximise opportunities to use information technology to improve services. Investigate, analyse and develop Departmental processes and systems. Co-ordinate/ facilitate user acceptance testing and training workshops. Introduction of modern technologies for system improvements. Implement information security protocols and regulation. Promote the use of technology as a key enabler for service delivery and transformation. Mentor and guide junior Developers\Analysts.

ENQUIRIES : Ms Mr Kgoroshi Malefo ☎012 444 3086

NOTE : Shortlisted candidates will be required to write a competency test. Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 43/26 : **ACCOUNTING CLERK: ACCOUNTS PAYABLES REF NO: DMR/18/0058**

SALARY : R163 563 per annum (Level 05)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A Grade 12 with relevant experience in Accounts Payable or General Expenditure. Degree / National Diploma in Accounting / Auditing or Finance related field will be an added advantage. Plus, the following competencies; Knowledge: BAS, LOGIS, PFMA, Treasury Regulations and other relevant legislations, SCOA. Skills: Good interpersonal skills, Analytical Skills, Computer literate including skills in Excel; Communication: Good verbal and written communication; Creativity: Problem solving skills, innovative and able to work under pressure.

DUTIES : Check and verify the validity of invoices, record and dispatch batch to Supply Chain Management. Reconcile and capture sundry and transfer payments on BAS. Verify allocations, check completeness of documents Identify and prepare documentation on irregular/fruitless expenditure in current and communicate there on. Create payees on BAS and maintain database of payees. Maintain invoices and disbursements registers, statistics and follow up on outstanding invoices. Handle all correspondence related to sundry and order invoice and provide Auditor-General with information when requested. Enforcing compliance with regard to PFMA, Treasury Regulation, Policies, Procedures and other relevant prescripts.

ENQUIRIES : Ms Lerato Mashilwane ☎(012) 444 3098

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