

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** : 23 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 drivers 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 POST

- POST 45/21** : **DEPUTY DIRECTOR: MARKETING REF NO: DMR/18/0060**
This is a re-advert, candidates who previously applied must re-apply.
- SALARY** : R697 011 per annum (Level 11)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A three year qualification in Communications/Marketing and Events Management coupled with relevant experience; Plus the following key competencies: Knowledge: Events Management practices, Government procurement processes, financial processes, advertising and branding knowledge; understanding of government branding and marketing protocols. Policy development strategic planning and project management; Skills: Communication skills (verbal and written) Management and organisational skills, computer skills, creativity and innovation, interpersonal skills, analytical skills, organising and co-ordination, facilitation and implementation, well developed interpersonal relationships at all levels. Problem solving and analysis, strategic capability, policy development and implementation; Communication: information evaluation, decision-making and creative thinking.
- DUTIES** : Plan internal and external departmental events, coordinate external and bigger departmental events. Render administrative support at events, coordinate protocol arrangements at events, calculate cost of external and bigger departmental events. Advise and liaise with clients on event management. Implement advertising, marketing and branding strategies, ensure compliance with branding of events and publications, distribute advertising and marketing material and maintain departmental notice boards. Administer the budget and disbursement of funds for events, campaigns, exhibitions, provide advise and guidance on the interpretation and application of the department's communication strategy and policies pertaining to marketing.
- ENQUIRIES** : Ms A Shezi ☎012 444 3075
- NOTE** : Coloureds, Indians as well as people with disabilities are encouraged to apply.