

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** : 14 December 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.

MANAGEMENT ECHELON

- POST 48/86** : **CHIEF DIRECTOR: RISK MANAGEMENT AND SOE OVERSIGHT REF NO: DMR/18/0063**
This is a re-advertisement, candidates who previously applied and are still interested must re-apply.
- SALARY** : R1 189 338 per annum (Level 14) (All inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate qualification (NQF Level 7) plus five 5 years experience at Senior Managerial level PLUS the following competencies PLUS the following key competencies: Knowledge: Enterprise-wide risk management, Internal Audit, Corporate Services, Public Finance Management Act (PFMA), Understanding of DMR policies and functions as well as projects; Skills: Strategic capability and Leadership, Negotiation and Consultation, Problem solving and analysis, Financial Management, People Management and Empowerment, Good interpersonal relations at all levels, Advanced analytical skills; Communication: Ability to communicate at different level, verbal and written; Creativity: Ability to analyse information, creative/innovative thinker, Logical, Objective, Accurate and Diplomatic.
- DUTIES** : Direct and lead all functions related to monitoring the Departmental Public Entities, consolidate and measure performance against the plan. Give strategic direction and guidance with respect to strategic planning, risk management, monitoring and evaluation as well as State Owned Enterprise Oversight. Support the Minister, Director-General and other senior managers in the execution of their functions relating to strategic planning, risk management, monitoring and evaluation as well as State Owned Enterprise Oversight. Drive the Department's risk management strategy and lead special assignments/investigations. Manage the Chief Directorate.
- ENQUIRIES** : Mr P Gamede ☎012 444 3005
- NOTE** : Coloureds, Indians as well as people living with disabilities are encouraged to apply.

<u>POST 48/87</u>	:	<u>DIRECTOR: LEGAL SERVICES REF NO: DMR/18/0062</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 005 063 per annum (Level 13) (All inclusive package) Head Office, Pretoria An LLB degree or appropriate 4-year Legal qualification with a minimum of 5 years experience and extensive experience in Legal matters; 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, Analytical thinker.
<u>DUTIES</u>	:	Overall management of the Directorate. Provide legal advice to the Minister and the Department. Manage the process of Appeals and Litigation. Develop draft, amend and interpret legislation, agreements and various other documents. Act as a legal representative for the Department at various forums. Implementation of the Promotion of Access to Information Act.
<u>ENQUIRIES NOTE</u>	:	Mr P Alberts ☎012 444 3288 Coloureds, Indians as well as people living with disabilities are encouraged to apply.
<u>POST 48/88</u>	:	<u>DIRECTOR: STRATEGY AND MONITORING REF NO: DMR/18/0064</u> This is a re-advertisement, candidates who previously applied and are still interested must re-apply.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 005 063 per annum (Level 13) (All inclusive package) Head Office, Pretoria An appropriate qualification (NQF Level 7) plus five 5 years relevant experience at Middle Management or Senior Management level; PLUS the following key competencies: Knowledge: Understanding of government mandates and priorities, Knowledge and understanding of DMR policies, functions, projects etc, Policy development, strategic planning, Financial management, Project management, Government policies, Project /programs in DMR, National Economic and Development Strategy. Skills: Logical, Management and organisational skills, computer skills, interpersonal skills, analytical skills, numerical, organising and co-ordination, Facilitation and Implementation, Well developed interpersonal relationship at all levels, Negotiation, Policy development and implementation; Communication: Communication: written and verbal communication; Creativity: Creative/innovative thinker, objective, accurate.
<u>DUTIES</u>	:	Co-ordinate the development, implementation and maintenance of a performance and compliance monitoring and reporting systems and procedures for the Department. Provide and guidance on the monitoring and reporting framework. Verify and consolidate information and reports on: Organisational performance, Service delivery, delivery programmes, compliance with the regulatory framework (legislation, regulations, policy, etc). Analyse report and make recommendations on: Organisational performance in terms of strategic objectives, service delivery in terms of standards, delivery programmes in terms of performance and standards, compliance with the regulatory framework (legislation, regulations, policy, etc). Manage the Directorate.
<u>ENQUIRIES NOTE</u>	:	Adv T. Mokoena ☎012 444 3880 Women, Coloureds, Indians as well as people living with disabilities are encouraged to apply.