

**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** : 21 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 49/33** : **DIRECTOR: INTERNATIONAL COORDINATION REF NO: DMR/18/0065**
- SALARY** : R1 005 063 per annum (Level 13) (All inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate (NQF 7) qualification as recognized by SAQA in International Relations/Political Sciences or Social Sciences coupled with five (5) years relevant experience at middle/senior management level PLUS the following key competencies: Knowledge: Knowledge and Understanding of international relations, protocols and agreements, Knowledge of DMR and government -wide policies, functions and programmes. Experience in policy development and implementation; Managerial principles and budget, Engage and liaise with international stakeholders and partners, Skills: Leadership and management skills, Decision making capabilities, Organisational and administration skills, Strong problem solving, Presentation skills, Diplomatic skills, Negotiation and Consultation skills, Strategic and Project management skills; Communication: Communication at all levels (including high level communication between government departments, as well as private organisations and institutions), Interaction with Sound written and verbal communication, Public speaking, Report writing; Creativity: Diplomatic, Innovative and creative thinking capabilities; Other: Ability to implement innovative policy directions.
- DUTIES** : Manage the handling and coordination of international liaison in the field of mineral resources; Monitor, evaluate and analyse global trends in the mineral resources field with specific focus on political, financial, economic and socio-economic conditions; Monitor, evaluate and analyse bilateral, trilateral and multilateral relations between mineral resources sector and foreign stakeholders; Facilitate the establishment of interaction between South Africa and/ of Africa in international forums; Coordinate the monitoring of and reporting of foreign donor funded projects; Coordinate the monitoring of and reporting international agreements; Manage and administer logistical arrangements for foreign visits and engagements.
- ENQUIRIES** : Ms N Ngcwabe Tel No: (012) 444 3004/3801

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

**POST 49/34** : **INFORMATION TECHNOLOGY ARCHITECT REF NO: DMR/18/0066**

**SALARY** : R1 005 063 per annum (Level 13) (All inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A Masters Degree in Computer Science, Information Systems and qualification/certification in EA practices coupled with a minimum of ten (10) years experience in Information Technology with at least five (5) years Information System design and EA experience at middle/senior management level PLUS the following key competencies: Knowledge: In depth understanding and knowledge of the minerals and mining industry. The regulatory regime affecting the minerals and mining industry. Government policies and legislation. Public administration, legislation and management. The processing of rights in terms of the Mineral and Petroleum Resources Development Act, (Act 28 of 2002) as amended and operational functions of a manager. Financial management; Skills: Communication of EA concepts and tracking progress toward the future state that relies heavily on models. Familiarity with MDM, BI, and data warehouse design and implementation techniques. Understanding of the differences between metadata, taxonomies and ontologies, as well as of the challenge of applying structured techniques to less structured sources. Business domain, data/content and process understanding. Effective conceptualisation, pattern recognition and teaming skills. Design-Thinking Skills. Data-Modelling and information classification expertise at the enterprise level. Ability to access rapidly changing technologies and apply them to the business needs. System Integration. Ability to analyse project, Program and portfolio needs, as well as to determine the resources needed to achieve objectives and overcome cross-functional barriers. Communication/facilitation-Present ideas clearly and effectively facilitate discussions. Persuasive. Planning, Organizing and problem solving skills. People Management. Consensual building skill. Strategic capability and leadership skills. Project management and research skill. Understanding policy development and implementation. Monitoring and Evaluation, Project management and research skill, Understanding policy development and implementation, Monitoring and Evaluation; Communication: Good Listener and Communicator (written and verbal) Assertive and able to communicate with people at different levels; Creativity: Organisational Knowledge Custodianship; Managing, Coaching and empowering others, Problem Solving, Self driven and Innovative; Other: Applying pragmatic thinking architecturally to the organisation's business environment, and envision the relevant business implications and scenarios involved.

**DUTIES** : Develop, Implement and maintain department's Enterprise Information Architecture model for the Department. Champion all processes regarding the development of information technology (ICT) policies and procedures in line with national policies. Investigate the department information systems to bridge gaps between the current and future state and develop road maps for the orderly transition. Lead the Department in exploiting technology and use knowledge of information technology solutions to drive organisational change and support business design. Lead all projects emanating from the department's enterprise information architecture model. Provide strategic support and advice to business analysts, System Developers, Data Managers, ICT Security and network infrastructure units. Attend and fully participate in the Departmental ICT Strategic and intergovernmental committees and forums.

**ENQUIRIES** : Ms C Leso Tel No: (012) 444 3865

**NOTE** : A Master's Degree will be an added advantage. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 49/35** : **DIRECTOR: SYSTEMS DEVELOPMENT AND MAINTENANCE REF NO: DMR/18/0067**

**SALARY** : R1 005 063 per annum (Level 13) (All inclusive package)  
**CENTRE** : Head Office, Pretoria

**REQUIREMENTS**

: An appropriate (NQF 7) qualification as recognized by SAQA in Computer Sciences or Information Technology coupled with five (5) years relevant experience at middle/senior management level PLUS the following key competencies: Knowledge: System design, development, implementation, and user support principles and practices, Ability to manage spatial information, Enterprise Architecture Frameworks, Full understanding of the structures of and management processes within the mineral development branch, Management skills, Budget Control, Administrative records keeping; Skills: Communication SDM concept and tracking process toward the future state that relies heavily on models. Familiarity with MDM, BI and data warehouse design and implementation techniques ontology's, as well as of the challenge of applying structured techniques to less structured sources. Business domain, data/content and process understanding, Effective conceptualisation, pattern recognition and teaming skills, Design – Thinking skills, Data-Modelling and information classification expertise at the enterprise level, Ability to access rapidly changing technologies and apply them to the business needs, System Intergration, Ability to analyse project, Program and portfolio needs, as well as to determine the resources needed to achieve objectives and outcome cross-functional barriers, Communication/facilitation - Present ideas clearly and effectively facilitate discussions, Persuasive, Planning, Organising and problem solving, People management, Consensual building skill, Strategic capability and leadership skills, Project management and research skill, Understanding policy development and implementation, Monitoring and evaluation; Communication: Communication between government departments, business organizations and institution at executive level; Creativity: Organisational Knowledge Custodianship, Managing, Coaching and empowering others, Problem solving, Applying pragmatic thinking architecturally to the organisation's business environment, and envisional the relevant business implications and scenarios involved. The shortlisted candidates will undergo practical assessment.

**DUTIES**

: Manage the activities of the Directorate. Improvement, maintenance and implementation of information systems. Website development and maintenance. Procurement and implementation of systems. Development, maintenance and implementation of custom-made systems. Information technology functional support and advice. Development, maintenance and implementation of policies and strategies pertaining to business and information systems. Provide strategic leadership with regard to business and information systems. Provide advice and guidance on the interpretation and application of the Department's strategy and policies on business and information systems. Promote the utilisation of technology as key enablers for service delivery and transformation. Manage the Directorate.

**ENQUIRIES**

: Ms C Leso Tel No: (012) 444 3865

**NOTE**

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