

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** : 25 January 2019
- 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 POSTS

- POST 01/04** : **DEPUTY DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMR/18/0064**
- SALARY** : R826 053 per annum (Level 12) (All inclusive package)
- CENTRE** : Northern Cape Region, Springbok
- REQUIREMENTS** : A three year tertiary qualification in Law coupled with 3 years relevant experience at junior management level PLUS the following key competencies: Knowledge: Minerals and Petroleum Resources Development Act 2002 (Act 28 of 2002), Social and Labour plan, Mine Economics and Broad Based Social Economic Empowerment (BBSEE) (Mining Charter) adjudication, Mining Titles registration, Mine Environmental management and its relationship with urban development, Rural and Urban Renewal Strategies, Public Administration, Knowledge of past legislations; Skills: Ability to think innovatively with development opportunities, Ability to supervise and manage people, Ability to interpret and apply legislation and related policies, Ability to facilitate workshops and consultation processes and to implement desired outcomes, Strong ability to facilitate conflict situations, Community liaison skills, Ability to communicate at a high level in a professional manner, Listening skills, Provide leadership; Communication: Strong communications skills between Government Departments, Business organization and Institutions at management level (Stake holder liaison), Negotiation/communication and problem solving skills; Creativity: Recognising viable development opportunities, exploiting synergies to promote development, Recognising conflicts, Lateral thinking to identify linkages.
- DUTIES** : Processing of applications in terms of MPRDA (Act 28 of 2002). Provide information and submit inputs, liaison and consultation with regards to general policy matters, individual applications, co-ordinates consultation process and acts as lead agent on behalf of the Department regarding certain applications. Provide a general service, information and guidance with regard to the objectives of the MPRDA. Provide information, comment on various issues relating to the granting of mining permit, prospecting and mining right and mining related issues. Provide information, attend meetings and reply to enquiries. Manage the Mineral Laws

	:	administration Sub-Directorate. Ensure attendance to issues of cooperate governance. Draft report, letters and compile submissions for the Minister/DG/DDG for the granting of refusal of rights. Interpretation of Mineral Laws on a daily basis.
<u>ENQUIRIES</u>	:	Mr Pieter Swart Tel No: (053) 807 1700
<u>NOTE</u>	:	Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.
<u>POST 01/05</u>	:	<u>INSPECTOR OF MINES: MINE SURVEYING REF NO: DMR/18/0065</u>
<u>SALARY</u>	:	R697 011 per annum (Level 11)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A Mine Surveying Certificate of Competency (MSCC) with at least a three year qualification PLUS the following key competencies: Knowledge and application of the Mine Health and Safety Act, the Mineral and Petroleum Resources Development Act and Departmental Policies; Skills: Report writing skills, Computer literacy, Conduct physical field work.
<u>DUTIES</u>	:	Conduct underground inspections, compile reports and maintain records. Conduct inspections of plans records of surface mines, compile reports and maintain records. Conduct inspections of plans records of underground mines, compile reports maintain records. Investigate and make recommendations regarding surface utilization applications, compile reports and maintain records. Process statutory applications regarding mine surveying permissions and exemptions, compile report and maintain records. Serve on mine surveying related committees and attend seminars. Conduct practical mine surveying field tasks.
<u>ENQUIRIES</u>	:	Mr N Mahwasane Tel No: (012) 444 3097
<u>NOTE</u>	:	Woman, coloureds, Indians a well as people with disabilities are encouraged to apply. The appointment will be subject to pre-employment medical examination of fitness.
<u>POST 01/06</u>	:	<u>ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMR/18/0066</u>
<u>SALARY</u>	:	R444 693 per annum (Level 10)
<u>CENTRE</u>	:	Free State Region, Welkom
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Natural Science/ Environmental Science/Environmental Management coupled with at least three years relevant experienced in integrated environmental Management and a valid driver's license, Plus the following competencies: Knowledge: The National Environmental Management Act (107 of 1998). Mineral and Petroleum Resources Development Act 2002. Minerals Act 1991 Mining Procedures and Environmental Impact Process. Sound knowledge of environmental impact assessment and remediation. Knowledge of impact assessment and evaluation methods. Knowledge of environmental legislation. Knowledge of mining methods, mining methods processes, mining waste generation and disposal. Knowledge of environmental resources economics, mineral economics and financial risk assessment; Skills: Good negotiation skills, Good research skills, integration of social, economic, bio-physical and cultural-historical impacts. Personnel Management. Working and creating team work; Communication: Good verbal and non-verbal communication skills. Excellent English reading and writing skills. Ability to interact with people on various levels. Sound written and verbal communication. Ability to interpret and apply legislation, good interpersonal skills; Creativity: Recommend innovatively corrective actions to exert vision and foresight in dynamics of mining environmental management, creative thinking, Assertive and confident approach ability to analyse problems.
<u>DUTIES</u>	:	Manage EIA process (basic assessments, scoping reports, EIAR/EMP and listed activities) closure plans and other technical and environmental documents and make recommendation thereon Management and residue stockpile and residue deposits. Compliance, Auditing and performance Assessment. Evaluate environmental risk and manage the closure of mines within the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operative governance. Identify

Environmental liabilities for operations and ensure adequacy of FP, Conduct compliance inspectors. Manage and resolve complaints and conflicts. Regulate the closure of mines within stipulated time frames.

ENQUIRIES : Mr A Mulaudzi Tel No: (057) 391 1300
NOTE : Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 01/07 : **ADMINISTRATION CLERK: CASHIER REF NO: DMR/18/0067**

SALARY : R163 563 per annum (Level 05)
CENTRE : Free State Region, Welkom
REQUIREMENTS : A Senior Certificate with relevant experience in government financial administration; Plus the following key competencies: Government budgeting and reporting processes, such as Medium Term Expenditure Framework (MFEF), Knowledge of Basic Accounting System (BAS), Public Finance Management Act (PFMA) and related policies, Treasury Regulations and budget processes, Skills: Good organising skills, Sound Financial and Accounting skills, Good in numbers/mathematical skills, Computer skills, Communication: Ability to interact with people on various levels, Sound written and verbal communication, Ability to interpret and apply legislation, Good interpersonal skills, Creativity: A creative, assertive and confident approach, Ability to be pro-active and effective in process of problem-solving and the improvement of productivity.

DUTIES : Contribute to the effective management of budget. Compile and analyse monthly budget and expenditure reports. Compile and analyse monthly and expenditure reports. Compile and consolidate budget and reporting related documents during an annual budget process. Cash flow and petty cash management. Management of payment advances. Contribute to effective revenue management. Verify subsistence & travel claims and keep records thereof. Capture payment receipts on BAS and print reports. Effective control of various cash registers, monitoring and control over budget and submission of inputs regarding budgetary issues.

ENQUIRIES : Ms CL De Vos Tel No: (057) 391 1322
NOTE : Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 01/08 : **REGISTRY CLERK REF NO: DMR/18/0068**

SALARY : R163 563 per annum (Level 05)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : A Senior Certificate coupled with relevant experience in Government Administration and Drivers Licence, Plus the following key competencies: Knowledge: National Archives Act (Management of filling systems and Archives, Minimum Information of Security Standards, Registry functions, Filing systems, Batho Pele principles, Computer package (MS Word, Excel, Outlook, Power Point) Mail management, Skills: Good organizing skills, Interpersonal, Problem solving skills, Communication: excellent, verbal and written skills, Ability to communicate/interact with people on various levels (internal and externally), Creativity: Innovative and creative thinking ability, Ability to make decision in respect of own work.

DUTIES : Open, close, maintain and record files according to National Archive Act. Keep registers up to date. Retrieve applications from the SAMRAD System. Proper filling of Records/documents. Proper closing and archiving of closed files. Distribution and collection of files to and from officials. Ensure safe custody of official records. Control access to all files/records in registry. Receipt, opening and sorting of incoming mail and courier and recording thereof in relevant registers. Recording and dispatching of outgoing mail. Ensure that there are enough stamps to dispatch outgoing mail. Make photocopies and binding of documents.

ENQUIRIES : Ms Puja Singh Tel No: (013) 653 0500
NOTE : Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.