ANNEXURE D

DEPARTMENT OF MINERAL RESOURCES

APPLICATIONS:
The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trevenna Campus, corner Mentjes and Francis Baard Street, former Schoeman

FOR ATTENTION:
Ms N Maseko/ Ms T Sibutha

CLOSING DATE:
08 February 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 shortlisted candidates only. Shortlisted 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 03/09:
ASSISTANT DIRECTOR: MINERAL INFORMATION MANAGEMENT REF NO: DMR/19/0003

SALARY:
R444 693 per annum (Level 10)

CENTRE:
KwaZulu-Natal Region, Durban

REQUIREMENTS:
A B Degree or National in GIS, Cartography, Environmental Science, Geomatics (Surveying), Town and Regional Planning with relevant experience PLUS the following key competencies; Knowledge: Geographical Information System, Mineral Law Coordinate System; Skills: Business organizations and institutions proven ability to record geographically co-ordinated, Information Proven ability to recognize the quality of geographical information; Communication: Communication between government department; Creativity: Understanding the objectives of the MPRDA and all its practical implications, Understand spatial proximity of applications and ensure that rights are duplicated.

DUTIES:
Capture and edit spatial data collected on site and perform data manipulation to suit end users needs. Analyse spatial data and arial photography/ remote ensing data in accordance with user requirements and analyse geographic data to Provide decision support mechanism for Mineral Regulation Branch. Prepare and Compile maps for different stakeholders (other Departments) and liaise with public and environmental practitioners. Provide geo spatial decesion support for rezoning, change of land use and township development application whether or not they are in conflict with mining/prospecting investments and assist municipalities, government departments planners on land development matters Provide technical support and train end-users on basis GIS skills. Manage and maintain an up to date records of spatial database daily. Prepare ROD reports of all applications received.

ENQUIRIES:
Ms N Khanyile 031 3359628

NOTE:
Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: DMR/19/0004

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A National Diploma/Degree in Internal Audit, Accounting, Cost and Management Accounting and other relevant qualifications PLUS the following key competencies; Knowledge: IIA Standards, COSO, PFMA, Treasury Regulations, King IV, Public Service Regulations and policies, INTOSAI, GAGAS; Skills: Leadership, Interviewing and investigating skills, Computer literacy, Coaching skills, Analytical skills; Communication: Verbal/written; Creativity: Information evaluation, decision-making creativity etc; Other: Ability and willingness to travel

DUTIES: Provide input to the enhancement of audit methodologies and technology. Conduct research for the internal audit unit. Prepare and review list of symptoms and risks to ensure that they are supported by adequate working papers. Maintain a register of audit projects, findings and monitor implementations including adherence to audit recommendations. Prepare and review the reliability, accuracy and correctness of internal audit conclusions in line with the standards and relevant prescripts. Evaluate, monitor and update the internal audit training and development plan. Attend and participate in Steering committee and sub-committee where required. Review/conduct performance assessment. Coach, Lead, train and develop new team members. Perform administrative tasks in support of audits. Build relationship with clients, external auditors, other assurance providers.

ENQUIRIES: Mr Vusi Myambo (012 444 3095)
NOTE: Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

INTERNAL AUDITOR: SPECIAL ASSIGNMENTS REF NO: DMR/19/0005

SALARY: R299 709 per annum (Level 08)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A National Diploma/Degree in Internal Audit, Policing, Forensic Investigation, Law and other relevant qualification, PLUS the following key competencies; Knowledge: IIA/ACFE Standards, COSO, PFMA, Treasury Regulations, King IV, Public Service Regulations and policies, Leadership, Interviewing and investigating skills, Computer literacy; Skills: Interviewing, Computer literacy, Analytical skills, Communication skills (both written and verbal); Communication: Verbal/written; Creativity: Information evaluation, decision-making creativity etc.

DUTIES: Prepare and review the preliminary assessment of allegations. Interview suspects and follow relevant leads. Perform quality investigative work in line with applicable investigation standards and other relevant laws and regulations. Prepare and review a submission to the Director General on audit reports issued. Prepare and provide relevant documentation to internal (Labour Relations) and external (SAPS) where such is needed. Participate in the discussion and provision of advice to Labour Relations on charges based. Compile and review draft investigative reports and communicate with clients in a timely manner. Build relationship with clients, external auditors, other assurance providers.

ENQUIRIES: Mr Sebina Mokubela (012 444 3402)
NOTE: Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

INTERNAL AUDITOR: OPERATIONAL AUDIT REF NO: DMR/19/0006

SALARY: R299 709 per annum (Level 08)
CENTRE: Head Office, Pretoria
REQUIREMENTS: Internal Audit / National Diploma/Degree in Audit, Accounting, Cost and Management Accounting or an equivalent qualification, PLUS the following key competencies; Knowledge: IIA Standards, Accounting Standards, PFMA, Treasury Regulations, Skills: Interviewing, Computer literacy, Analytical skills, Communication skills (both written and verbal); Communication: Verbal/written; Creativity: Information evaluation, decision-making creativity etc.
DUTIES: Compile the audit project plan where risks are identified. Compile reports on audit findings and make recommendations thereof. Conduct operational audit investigations. Identify internal process improvement opportunities e.g. updating the methodology. Render administrative tasks in support of audit, e.g. capturing of project time sheets, writing minutes at project meetings etc.

ENQUIRIES: Ms Nontobeko Baloyi 012 444 3208
NOTE: Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 03/13: CHIEF ADMINISTRATION CLERK REF NO: DMR/19/0007

SALARY: R242 475 per annum (Level 07)
CENTRE: Mpumalanga Region, Witbank

REQUIREMENTS: Grade 12 Certificate with 5 years experience, PLUS the following key competencies; Knowledge: of relevant legislation/policies/prescripts and procedures, basic knowledge on financial administration, Skills: Good telephone etiquette, computer literacy, sound organizational skills, good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation, Communication: Language skills and the ability to communicate well (verbal and written) with people at different levels and from different backgrounds, Creativity: Ability to do basic research and analyse documents, Other: Good interpersonal relations, good time management, ability to ensure confidentiality.

DUTIES: Assist the Principal Inspector of mines to manage and control budget expenditure in the region. Provide a clerical support service. Manage and oversee databases / examinations and documents management system to ensure record-keeping of compliance notices and administrative fines issued, codes of practice submitted by the mines, foreign files, examinations etc. Maintain effective and efficient administrative and registry controls and procedures systems. Generate and analyse reports, consolidate mine health and safety processes (inspections, audits, investigations and inquiry reports). Supervise and develop staff.

ENQUIRIES: Mr AE Zide 013 653 0514
NOTE: A tertiary qualification: Public Administration/Finance will be an added advantage Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 03/14: PERSONAL ASSISTANT REF NO: DMR/19/0008

SALARY: R242 475 per annum (Level 07)
CENTRE: Mpumalanga Region, Witbank

REQUIREMENTS: A National Diploma in Public Administration / three year tertiary qualification in Secretarial Studies / Office and at least one (1) year experience after qualification was obtained. PLUS the following key competencies; Knowledge: relevant legislation/policies/prescripts and procedures, basic knowledge on financial administration; Skills: Good telephone etiquette, computer literacy, sound organizational skills, good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation; Communication: Language skills and the ability to communicate well (verbal and written) with people at different levels and from different backgrounds; Creativity: Ability to do basic research and analyse documents; Other: Good interpersonal relations, good time management, ability to ensure confidentiality.

DUTIES: Provides secretarial /receptionist support to the manager. Renders administrative support services to the manager/unit. Taking minutes during meetings. Study and understand the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Manager. Collect and coordinate all the documents that relate to the manager’s budget.

ENQUIRIES: Mr AE Zide 013 653 0514
NOTE: Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.