# ANNEXURE I

## 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
01 March 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 06/51
DEPUTY DIRECTOR: INTERNAL CONTROL AND REPORTING REF NO: DMR/19/0010

**SALARY**
R697 011 per annum (Level 11) (All inclusive package)

**CENTRE**
Head Office, Pretoria

**REQUIREMENTS**
A Degree in Accounting or Finance related field coupled with relevant experience of which 3 years must be as an Assistant Director, PLUS the following key competencies: Knowledge: Computer Literacy, BAS, PFMA, Treasury Regulations, DORA and Accounting Standards; Skills: High numerical skills, computer skills; Communication: Good verbal and written communication; Creativity: Creativity and innovative thinker; Other: Batch control process.

**DUTIES**
Oversee the maintenance of records, collection and reporting on Departmental Revenue and debts managements, Review bank reconciliation and management of petty cash, Oversee the administration of rehabilitation trust Account this includes reviewal of financial provision refunds and also preparing Trust Fund Financial Statements, Developing the internal control policies and procedures, Follow up on internal and external audit findings, Prepare the Departmental Financial Statements, Review and submit monthly compliance certificate to National Treasury and also Supervise and develop staff.

**ENQUIRIES**
Mr Gideon Tshivhase Tel No: (012) 4443092

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

### POST 06/52
CHIEF MINERAL ECONOMIST (INDUSTRIAL MINERALS) REF NO: DMR/19/0011

**SALARY**
R697 011 per annum (Level 11) (All inclusive package)

**CENTRE**
Head Office, Pretoria
**REQUIREMENTS**: An appropriate 4 year degree or equivalent qualification in Mineral Economics, Mining Engineering, Geology, Chemistry, Chemical Engineering or Metallurgy/Metallurgical Engineering coupled with relevant extensive experience of which three years as an Assistant Director level and a valid drivers license, PLUS the following competencies: Knowledge: In-depth knowledge of mineral commodities. Advanced knowledge and expertise with respect of South Africa’s minerals and mining industry especially in the field of Industrial Minerals commodities as well as acquaintance with diversified mineral and mining terrains worldwide. Advanced knowledge of policies applicable to mining and mineral industries. Skills: Well developed supervisory skills, leadership, policy implementation and negotiation skills. Strong problem solving, time management, interpersonal and organisational skills. Ability to compile, analyse and interpret large amounts of data. Well developed research, report writing and presentation skills. Computer literacy particularly in the application of Microsoft word, excel, power point, outlook and the application of internet. Communication: Proficient in communication at high level, including public speaking. Creativity: Innovative and ability to independently take appropriate corrective action. Other: Meticulous and logical thinker with the ability to work under pressure.

**DUTIES**: Conduct in-depth research and analyses, forecast trends on prices, supply, demand as well as investment patterns. Advise management on mineral economic trends and the optimal utilization of South Africa’s mineral resources by compiling comprehensive mineral economic reports, articles, memoranda on Industrial Minerals. Contribute towards policy and commodity strategies development. Supervise and enhance the quality of work of mineral economists. Assist in the promotion of South Africa’s mineral industry through participation in conference, seminars, forums, workshops and exhibitions both locally and intentionally. Advice management at all levels on the mineral economic issues including the promotion and optimal utilisation of South Africa’s minerals. Handle mineral economic related enquiries and respond to ad hoc tasks promptly.

**ENQUIRIES**: Mr Ray Masetlana Tel No: (012) 444 3731

**NOTE**: The incumbent will be required to travel both locally and internationally on a regular basis. Women, Coloureds, Indians and people with disabilities are encouraged to apply.

**POST 06/53**: INSPECTOR OF MINES: MINE EQUIPMENT REF NO: DMR/19/0012 (X2 POSTS)

**SALARY**: R697 011 per annum (Level 11) (All inclusive package)

**CENTRE**: KwaZulu-Natal Region, Durban

**REQUIREMENTS**: A Government Certificate of Competency (GCC) in Electrical and/or Mechanical Engineering with appropriate experience, or the person must be a Professional Engineer (Electrical or Mechanical), PLUS the following key competencies: Knowledge: Mine Health and Safety Act. Extensive knowledge of Mine Equipment used on all types of mines, surface and underground. Knowledge of Winders, Boilers, Elevators and Chairlifts. Basic knowledge of Labour relations and human resources. Skills: High level management. Risk assessment techniques. Conflict resolution. Planning and organising. Computer literacy. Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced. Creativity: Ability to analyse workload and work-related problems and draft and implement a strategy to ensure an improvement.

**DUTIES**: The appointees’ primary responsibility will be the enforcement of the Mine Health and Safety Act, 1996 (Act No 29 of 1996) (in addition, he/she will: (conduct inspections and audits (surface and underground) (Conduct inquiries and investigation into accidents and incidents (Make inputs on regional action plans to develop strategies required to monitor mines in respect of legal compliance (Give support and assistance in the promotion of health and safety in the mining industry (Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms (Participate in tripartite structures and develop strategies towards the promotion tripartis...
within the mining industry (Manage Information systems (Support and develop a transformation process within the regional office.

ENQUIRIES: Ms ME Sebitloane Tel No: (031 335 9626
NOTE: Appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid code 08 driver’s licence. Woman, Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 06/54: INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMR/19/0013

SALARY: R697 011 per annum (Level 11) (All inclusive package)
CENTRE: Mpumalanga Region, Witbank
REQUIREMENTS: A Certificate in Mine Environmental Control with a valid Code 8 driver’s licence PLUS the following competencies: Knowledge: Mine Health and Safety Act and Regulations & Legal Hazard Identification and Risk Management Public Service Staff Code. Basic knowledge of labour relations and human resources management, Skills: High level management, Risk assessment techniques, Conflict resolutions, negotiations planning and organising, Computer literacy, Communications: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced, Creativity: Innovative and creative thinking ability, Other: Ability to work under pressure.

DUTIES: The appointee primary responsibility will be to enforce and adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Statistical analysis and conducting inspections on different mines based on the performance and Health and Safety statistics prioritising high risk mining. Analyse occupational Hygiene reports, write report and give appropriate instructions for remedial actions to be implemented. Investigate mine related, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Conduct surface, shaft and underground audits and inspections on occupational hygiene matters at mines and give appropriate verbal and or written instructions. Investigate, consult and make recommendations to other department on closure certificate, prospecting rights, mining rights and permits, EMP’s and township development. Compile report by giving relevant inputs to Head of branch on matter related to Hygiene in the region inclusive of the status of the Mines.

ENQUIRIES: Mr A Zide Tel No: (013 653 0500
NOTE: Appointment will be subject to a pre-medical examination of fitness and candidates. Woman, Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 06/55: ASSISTANT DIRECTOR: SOCIAL LABOUR PLAN REF NO: DMR/19/0014

SALARY: R444 693 per annum (Level 10)
CENTRE: Mpumalanga Region, Witbank
REQUIREMENTS: A Degree in Social Science, Development Studies, Development Economic and Industrial Science coupled with relevant experience and a valid drivers licence PLUS the following competencies: Knowledge of the MPRDA 2002 and the Minerals Act 50 of 1991, Labour Relations Act. Knowledge of previous Minerals Legislation. The mining charter, Social and Labour Plan, skills development Act 1998, South African Mining Industry economic and legislation. Understanding of the IDP & LED processes; Skills: Human Resource Development and labour legislation skills, analytical skills, analytical skills, research skills, report writing and literacy. Computer literacy; Communication: Excellent Verbal and written Communication skills, Good Listening Skills, Ability to negotiate clearly and concisely at different levels, Professional conduct; Creativity: Dynamic individual, creative thinking, easily adaptable to change, ability to solve problems in a creative and constructive manner. Assertive and confident approach, innovative and self-driven; Other: Ability to work under pressure and beyond official working hours, Ability to work individually and within a team.
DUTIES: Adjudicate SLP submitted for mining right applications. Monitor the implementation of mining industry Human Resource Development. Monitor the mining industry socio-economic development process. Monitoring the downscaling and retrenchment process. Co-ordinate workshops and meetings between department and clients. Provide administrative support for the sub-directorate. compile letters to clients in the line with the outcome of the assessment.

ENQUIRIES: Ms N Khanyile Tel No: (013) 653 0508

NOTE: Positive attitude and willingness to perform various other functions in the absence of colleagues. Woman, Coloureds, Indians as well as people living with disabilities are encouraged to apply.

POST 06/56: ASSISTANT DIRECTOR: NETWORK OPERATIONS REF NO: DMR/19/0015

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A three year tertiary qualification in Information Technology or Computer Science with extensive experience in IT field, ICT Infrastructure (Network and telephony) and technical experience PLUS the following competencies: Knowledge of: Technical expertise within Information and Communication Technology infrastructure management key focus areas as follows: Virtual, Physical Server Administration, Cloud services and technologies management, Network, database, switches, routers, PABX administration, installation of application software ensure LAN and workstations configurations in accordance with policies and procedures, VOIP Telephony infrastructure and user support management, Microsoft technology, develop and implement VOIP telephony infrastructure policies and procedures, Coordinate backup testing and restoration, coordinate and remediate security intrusion and penetration actions, coordinate and remediate risk and audit issues, overall supervision of subordinates, Skills: Analytical skills, interpersonal skills, problem solving skills, team work, people and conflict management skill, IT Architecture, system integration, project management, Communication: Good verbal and written communication skills, Ability to communicate at all levels, Creativity: Ability to organize/prioritise/initiate work activities/gather information/perform well under pressure/learn quickly and be innovative, self driven, strong work ethic, reliable, honest and a positive attitude.

DUTIES: Manage and administer information and communication technology infrastructure management key focus areas as follows: virtual, physical server administration, cloud services and technologies management, network, database, switches, routers, PABX administration, installation of application software ensure LAN and workstations configurations in accordance with policies and procedures, VOIP Telephony infrastructure and user support management, Microsoft technology, develop and implement VOIP telephony infrastructure policies and procedures, Coordinate backup testing and restoration, coordinate and remediate security intrusion and penetration actions, coordinate and remediate risk and audit issues, alignment to IT Architecture, overall supervisions of subordinates.

ENQUIRIES: Mr T Mudau Tel No: (012 444 3294

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

POST 06/57: STATE ACCOUNTANT: BUDGET REF NO: DMR/19/0016

SALARY: R299 709 per annum (Level 08)
CENTRE: Head Office, Pretoria
REQUIREMENTS: A National Diploma/ Degree: Government Accounting, Cost Accounting, Economics Accounting coupled with relevant experience in financial accounting, planning and budgeting PLUS the following competencies: Knowledge: PFMA, Treasury Regulations, Departmental Policies and procedures, Government budget processes and procedures, Financial and related transversal systems used by government (BAS, Persal, Logis & safety web), Financial administration and Management accounting, Knowledge of
DUTIES : Assist in the compilation of templates and annexures for populating budget inputs, Compile AENE, ENE and MTEF database based on the requirements by National Treasury, Prepare and submit monthly schedules of projected drawings against the national revenue funds and adjust for approved additional funds during the financial year to National Treasury, Report on approved virement, Assist Auditor-General, Capture / Ensure that Safetyweb System is available when monthly funds are requested. Compile Quarterly/Annual appropriation statement and any inputs required for the departmental annual financial statements, Compile and Submit IYM report and database to the Minister and National Treasury, Create/activate BAS codes in line with the departmental structure and upload on the ELS (Electronic Logging System), Create/amend and reset Users profile on BAS (Basic Accounting System) and Safetyweb.

ENQUIRIES : Mr V Mukhathi Tel No: (012 444 3370

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

POST 06/58 : STATE ACCOUNTANT PAYMENTS REF NO: DMR/19/0017

SALARY : R299 709 per annum (Level 08)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A National Diploma / Degree in Accounting or finance related field coupled with relevant experience, PLUS the following competencies: Knowledge: BAS, LOGIS and Safety net; Skills: High numerical skills Computer skills; Communication: Good verbal and written communication; Creativity: Creative and innovative thinker; Other: Batch control process.

DUTIES : Verify allocations and pre authorize transactions on LOGIS, Safety Net, and Sundry payments on BAS. Approve journals on BAS, Oversee the processes of receiving and expediting of invoices and follow up on outstanding payments. Oversee/identify the irregular and fruitless expenditure during pre authorization process. Coordinate the maintenance of invoices and disbursement registers clearing of the suspense accounts. Attend to auditors (internal and external) including client queries. Supervise and develop staff.

ENQUIRIES : Mr N Tshabalala Tel No: (012) 444 3104

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

POST 06/59 : OFFICE ADMINISTRATOR (AUDIT SERVICES) REF NO: DMR/19/0018

SALARY : R242 475 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate National Diploma: Office Management or other relevant qualification coupled with relevant experience; PLUS the following key competencies: Knowledge: Minute Taking and Records Management, Problem Solving Skills: Analytical skills, Communication skills, Organisational skills; Communication: (both written and verbal); Creativity: Ability to support multiple teams, Willingness to learn et, Ability to work under pressure and being organized.

DUTIES : Prepare and update weekly, monthly, quarterly and annual productivity reports for the Chief Directorate. Compile client and staff satisfaction survey report for the Chief Directorate. Maintain a list of planned audit Committee Meetings. Arrange venue, catering and stationery for the meetings. Facilitate the compilation and distribution of the Audit Committee packs. Provide Administrative support in the appointment of Audit Committee Members.
Record minutes of Audit Committee Meetings. Follow-up on input for resolutions taken in Audit Committee meetings. Maintain an effective filing system for the Chief Directorate. Scheduling Plan and Staff Training.

**ENQUIRIES**

: Mr M Mphuthi Tel No: (012) 444-3216

**NOTE**

: This is a re-advert, candidates who applied previously are advised to re-apply if they are still interested. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.