DEPARTMENT OF MINERAL RESOURCES
The Department of Mineral Resources (DMR) is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

APPLICATIONS
Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources, Private Bag X59, Arcadia, 0007 or hand delivered to Trewenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. N.B: Faxed and emailed applications will not be considered.

FOR ATTENTION: Ms T Sibutha / Ms N Maseko

CLOSING DATE: 24 May 2019

NOTE: Applications must be submitted on form Z.83, obtainable from online from DMR Website or at www.gov.za as well as any Government Department. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated), signed and accompanied by certified copies of qualification(s), Identity Document (certified within the past 3 months); Proof of citizenship if not RSA citizen; a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Where a valid driver’s license is a requirement, a clear certified copy must be attached (also certified within the past 3 months). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the application being disqualified. All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, 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. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

POST 16/34: DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: (DMR/19/0033)

SALARY: R1 005 063 per annum (Level 13) (All inclusive package)
CENTRE: Head Office – Pretoria
REQUIREMENTS: A/an appropriate Tertiary Qualification equivalent to NQF level 7, NQF level 8 will serve as an added advantage, Driver’s License, Plus 6-10 Years Organisational Development experience of which 5 years must be at MMS or SMS level. Experience in the Management of the Ethics function/HR Planning/Employment Equity. PLUS the following competencies: knowledge of: Relevant in-depth knowledge of Organisational Design, Organisational Culture and Climate, Employment Equity, Human Resource Planning and Policy, Ethics in the public service, Operations Management in the public service, Change Management, Diversity Management, Job Profiling and Evaluation, Form Design Skills: Strategic
Capability and Leadership; Knowledge Management, Service Delivery Innovation (SDI); Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; People Management and Empowerment; Programme and Project Management; Financial Management as well as Change Management.

Communication: Strong verbal and written communication
Creativity: Ability to identify OD/HR Planning/Ethics challenges and come up with innovative solutions;
Other: Ability to integrate organisational development to other human resources disciplines and the department.

**POST 16/35:**  
**INSPECTOR OF MINES: MINE HEALTH AND SAFETY**  
**REF NO:** (DMR/19/0034)

**SALARY:** R733 257 per annum (Level 11) (All inclusive package)

**CENTRE:** North West - Rustenburg

**REQUIREMENTS:** A Mine Manager's Certificate of Competency (Metalliferous and/or Coal), or be registered as a Professional Mining Engineer PLUS the following competencies: Mine Health and Safety Act. Extensive knowledge and experience of both underground and surface mining. Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Basic knowledge of labour relations and human resources management; Skills: High level management. Risk assessment techniques. Conflict resolution, Negotiation, 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: Innovative and creative thinking ability; Other: Ability to work under pressure.

**DUTIES:** The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996). Conduct inspections and audits conduct inquiries and investigation into accidents and incidents. Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines. 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 of tripartism within the mining industry. Manage information systems. Support and develop a transformation process within the regional office.

**ENQUIRIES:** Mr HM Mothiba Tel No: (014) 594 9240

**NOTE:** This appointment is subject to pre medical examination of fitness and candidates must be in possession of valid Code 08 driver's license. Women, Coloureds, Indians a well as people with disabilities are encouraged to apply.

**POST 16/36:**  
**ASSISTANT DIRECTOR: FACILITIES MANAGEMENT**  
**REF NO:** (DMR/19/0035)

**SALARY:** R376 596 per annum (Level 09) (All inclusive package)

**CENTRE:** Pretoria, Head Office

**REQUIREMENTS:** A/an appropriate three-year national diploma/degree or equivalent. 3-5 years experience in facility management, maintenance and management lease PLUS the following competencies: knowledge DMR Facilities Management Policies; Department of Public Works policies; procedures and prescripts; Public Finance Management Act (PFMA); Batho Pele principles Skills: Management skills; Interpersonal skills; Problem solving skills; Numeracy skills; Presentation skills
and Advance computer literacy skills; Communication: Good communicator at all levels (Verbal and written communication skills) Creativity: Innovative and analytical thinking ability; Other: Ability to work under pressure and meet deadline; Ability to work independently without close supervision and produce quality work; Understanding of work environment and properly and promptly address common problems.

DUTIES

Serve as a secretariat for Departmental Facilities Management Committee. Administer property payments, such as lease payments, accommodation charges, rates & taxes and municipal charges. Render advice to internal and external clients on matters related to management and administration of accommodation and facilities. Manage facility support services including cleaning services, parking allocation and food aid service. Compile management reports (status of management and administration of accommodation and facilities). Provide inputs on policy development and ensure implementation thereof. Supervise and develop staff.

ENQUIRIES

Mr N Maleka Tel No: (012) 444 3324

NOTE

Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 16/37 :

SENIOR BUSINESS ANALYST REF NO: (DMR/19/0036)

SALARY

R376 596 per annum (Level 09) (All inclusive package)

CENTRE

Pretoria - Head Office

REQUIREMENTS

An Appropriate National Diploma/Degree in Information Technology/ Business Information Systems/ Business Informatics or Related Qualification. A minimum of 3 years Business Analysis experience is required PLUS the following competencies: Knowledge: Knowledge of Business Analysis Tools and techniques; System Analysis; SDLC; Process Mapping; Project Management Body of Knowledge; Skills: Analytical skills; Interpersonal skills; Training skills; Workshop facilitation skills; Problem Solving skills; Team Player; Project Management; Research skills; People management skills; Conceptualisation; Contextualisation; Communication: Good verbal and written communication skills; Ability to communicate at all levels; Creativity: Ability to organize and initiate work activities; Sourcing/ gathering of Information; Evaluation; Decision making and innovative; Other: Self driven, Strong work ethic, Reliable, Honest and a positive attitude.

DUTIES

Investigate and analyse Departmental processes and systems. Identify and maximise opportunities to use information technology to improve services. Develop business cases. Develop business process models incorporating specified requirements and accepted best practices. Develop business and functional requirements for identified processes and systems. Model business processes and systems to identify gaps/shortcomings/duplications. Test developed solutions. Co-ordinate/ facilitate user acceptance testing and training workshops. Participate in the development, maintenance and implementation of business systems. Introduction of modern technologies for system improvements. Ensure appropriate deployment of systems in the department. Implement information security protocols and regulation. Provide analytical advice on business processes and systems. Short listed candidates will be required to write a competency test. People with disabilities and all racial groups are encouraged to apply Promote the use of technology as a key enablers for service delivery and transformation Facilitate systems change management.

ENQUIRIES

Mr K Malefo Tel No: (012) 444 3086

NOTE

Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.