ANNEXURE I

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 Trevenna 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: 07 June 2019

NOTE: Applications must be submitted on form Z.83, obtainable from on-line 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 18/81: PRINCIPAL INSPECTOR: MPUMALANGA REF NO: (DMR/19/0040)

SALARY: R1 005 063 per annum (Level 13) (All inclusive package)

CENTRE: Witbank – Mpumalanga

REQUIREMENTS: A/an appropriate Tertiary Qualification equivalent to NQF level 7 and Mine Manager’s Certificate of Competency or Mine Surveyor’s Certificate of Competency or Government Certificate of Competency in Mechanical or Electrical Engineering coupled with extensive experience of which five (5) years must be at Middle or Senior Management level in the mining and minerals sector. PLUS the following competencies: knowledge of: Mine Health and Safety Act No. 29 of 1996, Underground and Surface Mining, Mine occupational health and safety hazards and risks, Labour Relations and Human Resources Management, Understanding DMR policies aimed at optimal utilisation of Mineral Resources Skills: Interpersonal
Relations, Planning, Organising, Leading and Control, Application of policies, procedures and the Laws governing occupational health and safety in the mining and minerals sector, Team work, Training, Mentoring Negotiating, Adaptability Conflict handling, Computer literacy. Creativity: Ability to analyse workload-related challenges and to implement a continuous improvement strategy. Communication: Ability to communicate both verbally and in writing.

**DUTIES**

Manage the Mine Health and Safety Region. Monitor the application of health and safety standards at the mining operations as per the provisions of the Mine Health and Safety Act No. 29 of 1996. Provide technical assistance to the mines. Ensure the complaints are investigated and queries are responded to. Exercise budgetary controls consistent to the target and objectives of the region/directorate, ensure the holding of any necessary board of examinations for appropriate Certificate of Competency.

**ENQUIRIES**

Mr MMA Zondi Tel No: (012) 444 3662

**NOTE**

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

**OTHER POSTS**

**POST 18/82**

**ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN**

**REF NO:** (DMR/19/0041)

**SALARY**

R470 040 per annum (Level 10) (All inclusive package)

**CENTRE**

Mthatha, Eastern Cape

**REQUIREMENTS**


**DUTIES**

Adjudicate SLP submitted for mining right applications. Monitor the mining industry socio-economic development process. Monitoring the downscaling and retrenchment process. Co-ordinate workshops and meetings between department and clients. Attend LED forums in the district and local municipalities. Compile letters to clients in the line with the outcome of the assessment.

**ENQUIRIES**

Ms BT Ngebulana Tel No: (041) 403 6616

**NOTE**

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

**POST 18/83**

**ASSISTANT DIRECTOR: TRAVEL MANAGEMENT**

**REF NO:** (DMR/19/0042)

**SALARY**

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

**CENTRE**

Pretoria- Head Office

**REQUIREMENTS**

An Appropriate national diploma /degree in Accounting /financial management with 3-5 years relevant experience in Travel Management PLUS the following competencies: Knowledge: PFMA, BAS, Treasury Regulations, DoRA, PERSAL Skills: Computer Literacy, High numerical skills; Communication: Good verbal and written communication skills; Ability to communicate at all levels.

**DUTIES**

Monitor implementation of the policies, procedures and other relevant prescripts on all salary and BAS related transactions. Monitor the book out register to ensure that S&T claims \, advances and other transactions are correctly and timely executed and outstanding transactions followed up. Monitor systems interface (BAS and PERSAL). Coordinate and respond to Auditor (Internal and external) issues/enquiries. Compile monthly reports. Oversee/review fruitless expenditure and advances recovery process. Supervise and develop staff.

**ENQUIRIES**

Mr N Tshabalala Tel No: (012) 444 3104
NOTE : Women, Coloureds, Indians as well as people with disabilities are encouraged to apply.

POST 18/84 : ADMINISTRATION OFFICER: SOCIAL AND LABOUR PLAN REF NO: (DMR/19/0037)

SALARY : R316 791 per annum (Level 08) (All inclusive package)

CENTRE : Free State, Welkom


DUTIES : Register received and acknowledge receipt on new applications for social and labour plan. Conduct Preliminary and final assessments of social and labour plans on small to medium scale operations. Co-ordinate workshops and meetings between the department and the client. Provide administrative support for the sub-directorate. Compile letters to clients in line with the outcome of the assessment. Develop and maintain Social and Labour Plan database, provide advice and liaise with clients regarding Social and Labour Plan. Conduct compliance inspections on small to medium scale operations.

ENQUIRIES : Ms SJ Mokwene Tel No: (057) 391 1329

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