

## DEPARTMENT OF MINERAL RESOURCES

- 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** : 15 July 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) including matric/grade 12 certificate, 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 licence 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.

## OTHER POSTS

- POST 23/20** : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: (DMR/19/0056)**
- SALARY** : R733 257 per annum (Level: 11) All-inclusive package
- CENTRE** : Free State Region, Welkom
- REQUIREMENTS** : A Mine Environmental Control Certificate NQF 6 coupled with 3-5 years appropriate experience in the mining industry. A valid licence is required. PLUS the following competencies; Mine Health and Safety Act and Regulations & Legal Hazard Identification and Risk Management, Public service staff code, DMR Policy, Skills: Ability to interpret and apply Mine Health and Safety Act, Management skills planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skill, Language proficiency, Computer skills, Communication: Ability to communicate verbally in writing at all levels, to mine officials and public on the Mine Health and Safety Act as well as matters regarding types of Mine equipments used in the mining industry, exemptions, permissions and proposed legislation, Creativity: Innovative and creative thinking Ability to work under pressure, Ability to analyse workload and work- related problems, Draft and implement a strategy to ensure improvement
- DUTIES** : Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate, inquire and report on mine related accidents as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closures, prospecting rights, mining rights and permits, EMP's, and township development. Provide inputs to regional reports, revision of

machinery regulations, guidelines and standards. Prepare replies to applications for exemptions, permissions and approvals related to occupational hygiene.

**ENQUIRIES** : Mr PH Nyaqcela Tel no:057 391 1371  
**NOTE** : Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

**POST 23/21** : **INSPECTOR OF MINES: MACHINERY REF NO: (DMR/19/0057)**

**SALARY** : R733 257 per annum (Level: 11) All-inclusive package  
**CENTRE** : KwaZulu-Natal Region, Durban  
**REQUIREMENTS** : A certificate of competency for mechanical or Electrical Engineer Mining NQF 6 with 3-5 years relevant experience. PLUS, the following key competencies: 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, 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 tripartism within the mining industry (Manage Information systems (Support and develop a transformation process within the regional office.

**ENQUIRIES** : Ms M Sebitloane Tel no: 0313359626  
**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 a well as people with disabilities are encouraged to apply.

**POST 23/22** : **INSPECTOR: MINE EQUIPMENT REF NO: (DMR/19/0058)**

**SALARY** : R733 257 per annum (Level: 11) All-inclusive package  
**CENTRE** : Northern Cape Region, Kimberley  
**REQUIREMENTS** : A Certificate of Competency for Mechanical or Electrical Engineer Mining NQF 6 with 3-5 years relevant experience, travelling vast distances and willing to work under extreme temperatures in deep level underground mines. PLUS, the following competencies; Mine Health and Safety Act and Regulations & Legal proceedings. Mining Engineering E.g. Winder, Boilers, Plants etc. Hazard identification and Risk Management Public Service Staff Code. 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 resolutions, negotiation, planning and organising. Computer skills, report writing and formulation; Communication: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhances. Be able to recommend mining engineering solutions; 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). Conduct inspections and underground shaft and surface audits on plants, structures, track bound, trackless mining equipment and electrical distribution systems. Investigate mine related accidents, contraventions and complains as well as analyse mine accidents and trends to determine high risk mines and take appropriate actions. Test and license equipment on mines e.g. Winders, lifts, chairlifts, boilers and conduct statutory inspections. Conduct oral and written examinations i.e. certificate of competency in engineering, on setter's certificate and mine overseer's certificate. Investigate, consult and make recommendation to other department on closure certificates, prospecting rights, mining rights, permits, EMPR's and township development. Compile regional reports and participate in the revision of machinery regulations, drafting of guidelines and standards, also participate in tripartite structures e.g. MQA/MRAC/SIMRAC.

**ENQUIRIES** : Mr T Mateta Tel no: 079 983 2024/ 053 807 1735

- NOTE** : The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid driver's license. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
- POST 23/23** : **MINERAL ECONOMIST REF NO: (DMR/19/0059)**
- SALARY CENTRE** : R316 791 per annum (level: 8)  
: Bachelor Degree or equivalent qualification in Mining, Mining Engineering, Mine Survey, Geology, coupled with relevant experience and a valid driver's licence. PLUS the following competencies; Knowledge of: Relevant provisions of MPRDA, Understanding of Government policy and procedures regarding valuations of mine and asset valuations, In depth mining technical and economical knowledge, Ability to quantify capital and operational costs related to mining methods and processing plants to identify regulatory costs and how they impact on mining business plans, Ability to generate discounted cash flows and evaluate business plans for mining projects, Understand co-ordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities, Understanding of cash flow and accounting systems and internal economies of mines, Skills: Analytical skills, Financial and accounting skills in relation to mining projects, Ability to analyse market demand for minerals and quantify potential revenue. Computer literacy, Communication: Excellent Verbal and written Communication skills. Ability to negotiate clearly and concisely at different levels, Creativity: Recognise viable business opportunities, Evaluation of viability of mining operations, applying various resource valuation methods, Awareness of state goals and objectives compared to the business objectives, Other: Ability to work under pressure and beyond official working hours, Ability to work individually and within a team.
- DUTIES** : Assist in the adjudication financial and technical ability on applications for prospecting, mining permit and mining rights in terms of MPRDA as well as sustainability of mining operations. Conduct compliance inspections on all prospecting and mining operations where rights are granted in terms of MPRDA. Handle enquiries regarding prospecting work programmes and mining work programmes applications provide advice thereon. Provide administrative tasks for the sub-directorate. Monitor the submission of annual audited financial reports or statements and statistical returns in terms of section 28 (2) (a) and (b) of the MPRDA, Monitor and evaluate annual prospecting progress reports.
- ENQUIRIES NOTE** : Ms S Lurwengu Tel no:041 403 6600  
: Positive attitude and willingness to perform various other functions in the absence of colleagues. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
- POST 23/24** : **MINERAL LAWS ADMINISTRATION OFFICER REF NO: (DMR/19/0061)**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum (Level: 8)  
: Eastern Cape Region, Port Elizabeth  
: A 3-year Degree/National Diploma in Law or Related field coupled with relevant experience and a valid driver's licence, PLUS the following key competencies: Knowledge of: MPRDA Act 2002 and the previous Minerals Act 50 of 1991. Administration procedures, Departmental Policy i.r.o of Mineral Regulation, Skills: Analytical skills, Report writing, Computer literacy, Communication: Excellent Verbal and written Communication skills, Good Listening Skills, Ability to negotiate clearly and concisely at different levels, Communication: Dynamic individual, creative thinking, easily adaptable to change, ability to solve problems in a creative and constructive manner, Ability to act as a mediator between (aggressive) parties, Assertive and confident approach, innovative and self-driven.
- DUTIES** : Evaluate and process applications for mineral, prospecting, mining and related rights. Make recommendations and write reports regarding the granting of rights. Carry out inspections to ensure terms and conditions of granted rights are complied with. Assist clients through the process of administrative justice. Assist with surface usage applications and evaluation of surface utilization in relation to exploitation of minerals.
- ENQUIRIES NOTE** : Ms NHP Mdakane Tel no:041 403 6600  
: Positive attitude and willingness to perform various other functions in the absence of colleagues. Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.
- POST 23/25** : **ADMINISTRATION OFFICER: SOCIAL AND LABOUR PLAN REF NO: (DMR/19/0062)**
- SALARY** : R316 791 per annum Level: 8

<b><u>CENTRE</u></b>	:	Eastern Cape Region, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification in Social Science, Development Studies, and Industrial Sociology coupled with relevant experience and a valid driver's licence. PLUS the following key competencies: Knowledge of: MPRDA Act of 2002 as amended, Understanding of the IDP processes; Socio economic development issues Social and Labour Plan And Financial Management, Human Resource Development and Labour Legislation, Administrative duties, Skills: Analysis capacity and presentation, Research skills, Report writing and formulation, Computer literacy, Communication: Excellent Verbal and written Communication skills, Good Listening Skills, Ability to negotiate clearly and concisely at different levels, Creativity: Dynamic individual, creative thinking, easily adaptable to change, ability to solve problems in a creative and constructive manner, Diplomacy and professional conduct, Other: Ability to work under pressure and beyond official working hours, Ability to work individually and within a team.
<b><u>DUTIES</u></b>	:	Register received and acknowledge receipt on new applications for social and labour plans. 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 clients. 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.
<b><u>ENQUIRIES</u></b>	:	Ms A Fetsha Tel no:041 403 6611
<b><u>NOTE</u></b>	:	Positive attitude and willingness to perform various other functions in the absence of colleagues. Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<b><u>POST 23/26</u></b>	:	<b><u>MINERAL ECONOMIST (INDUSTRIAL MINERALS) REF NO: (DMR/19/0063)</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum Level: 8
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate 3-year degree or equivalent in Economics, Mining Engineering, Geology, Chemistry, Chemical Engineering or Metallurgy/ Metallurgical Engineering coupled with relevant working experience in the mineral and mining economic analysis environment. PLUS, the following key competencies: Knowledge of: knowledge of mineral commodities. knowledge with respect to 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. knowledge of policies applicable to mining and mineral industries, Skills: Strong problem solving, time management, interpersonal and organisational skills. Ability to compile, analyse and interpret large amounts of data, 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 and concise in communication, Creativity: Innovative and ability to independently take appropriate corrective action, Other: Self-starter with the ability to work under pressure.
<b><u>DUTIES</u></b>	:	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 conferences, seminars, forums, workshops and exhibitions both locally and internationally. 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.
<b><u>ENQUIRIES</u></b>	:	Mr TR Masetlana Tel no: 012 444 3731
<b><u>NOTE</u></b>	:	The incumbent will be required to travel both locally and internationally on a regular basis. A valid driver's license is essential. Coloureds, Indians as well as people with disabilities are encouraged to apply. Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<b><u>POST 23/27</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: (DMR/19/0060)</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum (Level: 07)
<b><u>CENTRE</u></b>	:	Eastern Cape Region, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	A Degree or National Diploma in Accounting or Auditing coupled with relevant financial experience, PLUS the following key competencies: Knowledge of: Accounting and Basic Accounting System, PFMA and Treasury Regulations Banking

and Cash Management, Skills: Advance Computer Literacy (spreadsheets techniques), Effective revenue management skills, Communication: Ability to communicate at all levels, Creativity: Data analysis, Problem Solving, Other: Ability to work under pressure and beyond official working hours, Ability to work individually and within a team.

**DUTIES**

: Review the receivables registers/revenue system for completeness. Verify the receipts against the bank statements and prepare weekly and monthly reports of all the receivables. Compile and maintain a complete financial data for all files opened in relation to mining activities. Conduct audit, compile debt acknowledgement letters and report there on to Head Office. Follow up on non-complaint clients and ensure interest is calculated according to the relevant prescripts. Oversee/Administer the cashier's duties. Handling enquiries from Auditor General.

**ENQUIRIES**

: Mr M Nkangala Tel no:041 403 6633

**NOTE**

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