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.

CLOSING DATE: 06 September 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 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 shortlisted 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 30/87 : SENIOR INSPECTOR OF MINES: MINE HEALTH AND SAFETY REF NO: DMR/19/0068

SALARY: R869 007 per annum (Level 12) (All inclusive package)

CENTRE: North West Region, Klerksdorp

REQUIREMENTS: An appropriate NQF level 6 and a Mine Manager's Certificate of Competency (Coal and Metalliferous) with 3-5 years' experience in the mining industry or Mine Health and Safety Inspectorate and a valid driver's licence. PLUS the following key competencies: Knowledge: Mine Health and Safety Act, Experience of both underground and surface mining, Understanding of the Department's policies aimed at optimal utilisation of Mineral Resources, Knowledge of labour relations and human resource management. Budget control, Skills: High level management skills, Planning, Leading, Organising and Conflict resolution. Report writing skills and formulation good interpersonal relations. Analyses and interpretation of mine accidents statistics, recommend mining engineering solutions. Negotiation skills and 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 work-related problems and draft and implement strategies to ensure an improvement.

**DUTIES**

Monitor compliance to the Mine Health and Safety Act, of 1996 (Act No 29 of 1996) regarding mining related matters. Investigate mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mines and take appropriate action. Where necessary serve on examination boards (i.e certificates of competency). Investigate, consult and make recommendation to other departments on closure certificates, prospecting rights, mining permits, emp’s and town m ship development. Conduct surface, shaft and underground audits and inspections on mining related matters at the mines and give appropriate verbal or written instructions. Compile regional reports and give inputs to Head Office on the revision of machinery regulations, drafting of guidelines and standards directive, etc. Supervise and develop staff.

**ENQUIRIES**

Mr W Motlamme Tel No: (018) 487 4310

**NOTE**

Appointment will be subject to a pre-medical examination of fitness and candidate must be in possession of at least a valid driver’s licence. Woman, coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 30/88**

**DEPUTY DIRECTOR: SOCIAL AND LABOUR PLAN**

**REF NO:** DMR/19/0069

**SALARY**

R869 007 per annum (Level 12) (All inclusive package)

**CENTRE**

Klerksdorp Region, North-West

**REQUIREMENTS**

An appropriate relevant Degree in Social Science on Development, Economics, Social Science and Industrial Science with 3 years relevant experience including supervisory PLUS the following key competencies: Knowledge: A clear understanding of the Social and Labour plan and BBSEE adjudication. Understanding of IDP and LED processes. Strong ability to secure communication between government departments, business organizations and institutions. Strong ability to think innovatively, identify development opportunities through recognizing synergies and the drive to initiate development initiatives and drive to see these through to completion. Strong ability to facilitate workshops, achieve shared vision, set realistic targets and initiate and manage projects.

**DUTIES**

Manage and ensure alignment of social and labour with the municipal integrated Development Plan (IDPs) /Local Economic Development Plan (LED) and National programmes. Manage and adjudication process of social and labour plan. Manage implementation of inspection plans. Represent the Department and provide advice on government forum e.g. Provincial Growth Development, Strategies (PGDS), Local Economic Government (LED) summit, etc. Ensure effective management of downscaling and retrenchment. Participate in the development and reviewing of policies, Acts and legislations. Manage the sub-directorate.

**ENQUIRIES**

Ms MC Kobe Tel No: (012) 444 3962

**NOTE**

A valid driver’s licence is required. Woman, coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 30/89**

**INSPECTOR OF MINES: OCCUPATIONAL MEDICINE**

**REF NO:** DMR/19/0070

**SALARY**

R733 257 per annum (Level 11)

**CENTRE**

Gauteng Region, Braamfontein

**REQUIREMENTS**

A appropriate Degree/Diploma in Nursing, Occupational and Community Health Care, Occupational and Primary Health Care with relevant experience. Valid driver’s licence. PLUS the following key competencies: Knowledge: Sound knowledge of both Occupational Medical and Nursing discipline. Understanding of MHSA and regulations and directives. Understanding general mining practices and occupational risks associated with it. Knowledge of Petrochemical industry, diving and equipment.

**DUTIES**

Conduct and report on underground, surface audits and inspections on matters relating to medical surveillance and other matters relating to mine occupational medicine and take necessary enforcement action where necessary. Ensure the investigation of and reporting of mine related diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action.
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 medical regulations, guidelines, standards, permissions and approvals related to occupational medicine.

**ENQUIRIES**: Mr M Litlhakanyane Tel No. (011) 358 9776

**NOTE**: Woman, coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 30/90**: ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMR/19/0071

**SALARY**: R470 040 per annum (Level 10)

**CENTRE**: Mpumalanga Region, Witbank

**REQUIREMENTS**: A 3 years National Diploma or Degree in Law/LLB with relevant experience and a valid driver’s license. PLUS the following key competencies: Knowledge: MPRDA Act 2002 and the previous Mineral Act 50 of 1991. Administration procedure, departmental policy i.r.o of Mineral manner, Ability to act as a mediator between (aggressive parties, Assertive and confident approach, innovative and self-driven.)

**DUTIES**: Evaluation of surface utilization in relation to exploitation of minerals, handling of objections to granting of mining, prospecting rights and mining permits. Assistance to clients with applications for prospecting right, mining right, give general legal advice regarding the MPRDA, Acting as a link between IAP’S and applicants, investigation of complaints regarding illegal mining. Legalization of illegal mining activities, administration computerised i.e 1. Royalty system, 2. Regional Access Data Base with regard to recording and monitoring deadline of application received. Correctly processed, evaluated ROD’s, submissions, draft right i.r.o application for prospecting/mining permit and mining right.

**ENQUIRIES**: Ms N Khanyile Tel No: (013) 653-0500

**NOTE**: A valid driver’s licence is required. Woman, coloureds, Indians as well as people with disabilities are encouraged to apply.

**POST 30/91**: MINE ECONOMIST REF NO: DMR/19/0072

**SALARY**: R316 791 per annum (Level 08)

**CENTRE**: Eastern Cape Region, Port Elizabeth

**REQUIREMENTS**: 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 processes 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 generated 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 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-direcetorate. 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: Mr S Lurwengu Tel No: (041) 403 6600
NOTE: Candidates who previously applied are encouraged to re-apply. Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 30/92:
MINE ECONOMIST
REF NO: DMR/19/0073
SALARY: R316 791 per annum (Level 08)
CENTRE: Mpumalanga Region, Witbank
REQUIREMENTS:
- B degree or equivalent qualification in Mining, Mining Engineering, Mine Survey, Geology, Mine Resource Management PLUS the following key competencies: Knowledge: Understanding of Govern policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In depth mining technical knowledge. In depth economic knowledge. Management principles: Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and processing plants. Ability 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,
- Skills: Good communicator, Imaginative problem solver, Must maintain good personal relationship, Communication: Effective communication skills between government departments, business organisation and institutions at executive level, Creativity: Be a good listener and tackle the enquiries in a positive attitude.

DUTIES:
- Assist in the Adjudication of financial and technical ability on applications for prospecting and mining rights in terms of the MPRDA as well as sustainability of mining operations. Conduct compliance inspections on all prospecting and mining rights operations where rights are granted in terms of the MPRDA. Handle enquiries regarding prospecting work programmes and mining work programmes applications and provide advice thereon. Provide administrative task for the sub directorate e.g. filling operational plans. 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 and Monitor and evaluate annual prospecting progress reports.

ENQUIRIES: Mr Ntshele Phasha Tel No: (013) 653 0500
NOTE: A valid driver’s licence is required. Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 30/93:
CHIEF REGISTRY CLERK
REF NO: DMR/19/0074
SALARY: R257 508 per annum (Level 07)
CENTRE: North-West Region, Klerksdorp
REQUIREMENTS:
- An appropriate Matric Certificate with three to five years relevant working experience and a drivers licence. PLUS the following key competencies: Knowledge: Archives Act and its related prescripts. Departmental business processes. Public service delivery Customer care, Skills: Computer literacy Communication with clients. Project Management, Well-developed written and verbal communication, Communication: Ability to interact with people on various levels. Sound written & verbal communication Ability to provide general meaningful advise by means of direct or written contact with supervisors and clients to ensure consistency in legislative compliance, Creativity: A creative, assertive & confident approach Ability to analyse and solve problems.

DUTIES:
- Receive documents in terms of the MPRDA. Oversee an effective mail services. Oversee and maintain a proper and effective filing system of the new and old files in terms of the MPRDA. Ensure proper record keeping and timeous updating of registers including and maintaining of pending files and documents. Provide inputs to management reports. Supervise and develop staff.

ENQUIRIES: Ms T Njoboko Tel No: (018) 487 4300 /4377
NOTE: Ability to perform under pressure and work beyond working hours. Woman, coloureds, Indians a well as people with disabilities are encouraged to apply.