

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Sibutha Tel No: 012 444 3319 / Mr P Ndlovu 012 406 7506
- CLOSING DATE** : 28 October 2022
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for 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, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. 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 any advertised post at any stage of the recruitment process. The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its 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.

MANAGEMENT ECHELON

- POST 39/140** : **DEPUTY DIRECTOR GENERAL: PROGRAMMES AND PROJECTS REF NO: DMRE/2133**
- SALARY** : R1 544 415 per annum (Level 15), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A post graduate degree in Engineering/ Science/ Economics/ Finance (NQF Level 8) with post graduate degree in Project Management/ Energy Studies / General Management Studies will be an added advantage PLUS minimum of 08 years' experience at a senior managerial level (5 years must be as a

POST 39/142 : **DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: DMRE/2135**

Re-advert candidate who are applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS

: R1 073 187 per annum (Level 13), (all-inclusive package)
: Head Office, Pretoria
: Bachelor's degree or Baccalaureus Technology in Commerce/ Finance/ Accounting. Honours Degree in Commerce/ Finance/ Accounting and completed Articles or Audit Experience will be an added advantage (NQF Level 7) PLUS minimum of 5 years' experience at middle/senior. Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework and LOGIS. Skills: Computer Literacy. Financial Good verbal and written communication. Ability to communicate at all levels. Provide advice on financial issues. Customer focus; Thinking Demands: Problem solving. Creativity. Ability to negotiate. Report writing.

DUTIES

: Manage expenditure for travelling and subsistence; payroll, accounts payables and related activities; and other general expenses. Monitor compliance with the public finance management act (PFMA) in relation to all financial matters including managing the preparation of the financial reports of the department (IFS & AFS). Manage the processing of BAS payments, LOGIS payments and PERSAL payments. Give advice on financial issues and present financial information at various forums. Ensure effective internal control in all financial matters including audit related enquiries. Develop and maintain policies and procedures. Manage the Directorate. Recommendation/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

ENQUIRIES NOTE

: Ms M Shirindi Tel No: 060 976 7649
: Indian, Coloured or White males are encouraged to apply. Shortlisted candidates will be expected to prepare a presentation on the day of the interview.

POST 39/143

PRINCIPAL INSPECTOR OF MINES REF NO: DMRE/2136

SALARY CENTRE REQUIREMENTS

: R1 073 187 per annum (Level 13), (all-inclusive package)
: Western Cape Regional Office, Cape Town
: Bachelor -Degree (Mining Engineering / Mechanical Engineering) (NQF Level 7) PLUS Mine Manager's certificate of Competency or Certificate of Competency for mechanical or electrical Engineering (mines) , driver's licence with a minimum of 5 years' senior/middle management level in mining: Knowledge of: Practical and Theoretical knowledge of mining. Legal Knowledge, departmental directives. Personnel Code Directive, Public Service Act and Regulations. Skills: Good interpersonal relations, communication, verbal and oral, organizational ability control, interpretation and application of legal matters and policies, team work, Training, Management/ supervision of employees strategic planning & organising interpersonal relations conflict resolution & negotiation self-discipline, Thinking Demand: Receptive to suggestions and ideas, Quality control, Compliance with rules and regulations, Discipline work ethics, financial control, Self-confidence and acceptability, Tactfulness, Organisational ability, Intolerance to waste –money, Time, Honesty, ability to work under pressure, ability to analyse workload related challenges and continuous improve strategy.

DUTIES

: Manage the Mine Health and Safety regional directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine and to ensure that the necessary and appropriate enforcement action is taken where necessary. Ensuring the conducting of and reporting on all investigations into mine related accidents and diseases, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Ensure the conducting, testing and licensing of equipment on mines i.e. winders, lifts, chairlifts, boilers and conduct statutory inspections. Ensure the

holding of any necessary board of examiners. Provide the necessary reports on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide regional reports, revision of mining legislation, guidelines and standard and applications of exemptions, permissions and approvals. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interest

ENQUIRIES : Mr T Ngwenya at 082 4529 038
NOTE : Females are encouraged to apply

OTHER POSTS

POST 39/144 : **DEPUTY DIRECTOR: GAS POLICY REF NO: DMRE/2137**

SALARY : R882 042 per annum (Level 12), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma or B-Tech /Degree in Chemical/ Petroleum Engineering/ Metallurgical /Process Engineering/Natural Science/Environmental Science/ Geology/ Development studies, Degree in Law (B Proc, Bcom Law ; LLB) (NQF Level 6) with minimum of 3 years' experience at a junior management level in the gas sector PLUS the following competencies Knowledge of Policy Development Process, Detailed knowledge of Energy Sector, Project management, Financial Management, Departmental policies and procedures, Other government department policies (especially economic cluster) Skills: Planning and organising, Project Management, Communication (verbal & written) Policy Analysis and Development, Computer, Presentation skills, Interpersonal skills, Language skills, Thinking Demands: Analytical, Creativity, Decision reasoning/making.

DUTIES : Plan and develop policy initiatives relating to gas sector. Analyse and evaluate existing gas policy and formulate future policy options and initiatives. Interact and consult with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing/proposing gas policies. Conduct policy presentations and represent the department at various forums or workshops on gas sector policy related matter. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the gas sector. Draft and amend legislation and/or develop and review regulations in relation to energy efficiency and electricity industry. Provide managerial activities.

ENQUIRIES : Mr G Nhlapo Tel: (012) 444 3836
NOTE : Indian/coloured/white males and person with disability are encouraged to apply

POST 39/145 : **DEPUTY DIRECTOR: BENEFICIATION STRATEGY DEVELOPMENT REF NO: DMRE/2138**

SALARY : R882 042 per annum (Level 12), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Natural Science, Engineering, Economics, Project Management or energy studies (NQF 7) with a minimum of 3 years' experience at a junior managerial level: Knowledge of: In-depth knowledge of mineral commodities. Advanced knowledge and expertise with respect to South Africa's minerals and mining industry as well as acquaintance with diversified mineral and mining terrains worldwide. Advanced knowledge of policies applicable to mining and mineral industries. Able to query, analyse, recognize problems and form conclusion. Able to independently take appropriate corrective action. Skills: Research skills. Evaluation skills. Communication skills. Management and motivational skills thinking demands: Make a sound & reasonable decision regarding guidelines to be implemented in transforming the industry.

DUTIES : Provide operational leadership. Co-ordinate mining beneficiation strategies with sectoral development initiatives and alignment with industry conditions. Promote further local processing of mineral commodities. Provide managerial activities.

ENQUIRIES : Mr K Menoe Tel No: 012 444 3816
NOTE : Indian, Coloured or White males are encouraged to apply.

POST 39/146 : **DEPUTY DIRECTOR: ELECTRICITY POLICY REF NO: DMRE/2139 (X2 POSTS)**

SALARY : R882 042 per annum (Level 12), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma or degree in Electrical Engineering /Development Studies/ Degree in Law (B Proc, BCom Law, LLB). (NQF 6) Certificate in Legislative Drafting/Policy Development/ Energy studies will be an added advantage with minimum of 3 years' experience at junior level in energy sector PLUS the following competencies Knowledge of Policy Development Process. Detailed knowledge of Energy sector. Project management. Financial Management. Departmental policies and procedures. Other government. Departmental policies (especially economic cluster) Skills: Planning and organising. Project management. Communication (verbal and written). Policy analysis and development. Computer. Presentation, interpersonal and language skills Thinking Demands: Analytical and creativity. Decision reasoning /making.

DUTIES : Plan and develop policy initiatives relating to electricity. Analyse and evaluate existing policies and formulate future policy options and initiative for electricity. Interact and consult with appropriate government and non – government agencies and key industry or sector stakeholder on the process of developing/ proposing electricity policies. Conduct policy presentations and represent the department at various forums or workshops on electricity policy related matter. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the electricity environment. Draft and amend legislation and/or develop and review regulation to energy efficiency and electricity industry. Provide managerial activities.

ENQUIRIES : Mr G Nhlapo Tel No: 012 444 3836

NOTE : Indian/coloured/white males and person with disability are encouraged to apply

POST 39/147 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DMRE/2140**

SALARY : R744 255 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Labour Relations/ Labour Law (NQF Level 6), valid driver's license with a minimum of 3 years' experience at a junior management level in the labour relations environment PLUS the following competencies Knowledge of PSCBC/ GPSSBC Resolution. Knowledge of PFMA and Treasury Regulations, Knowledge of Public Service Regulations. Knowledge of the Labour Relations, 1995 and other applicable legislations. Knowledge of Public Service Act, 1994. Knowledge of Employment Equity Act. Knowledge of Departmental policies and Code and practices Skills: Negotiations and bargaining skills. Policy developmental skills Thinking Demands: Dispute resolutions. Investigation. Strategic insight and foresight.

DUTIES : Provide operational leadership with respect to labour relations matters. Advice and facilitate on matter pertaining to labour relations and collective bargaining. Conduct labour relations investigations. Facilitate consultation/ caucus processes between the employer and organised labour at Departmental Bargaining Chamber (DBC). Manage the development, maintenance and implementation of policies (including workshops and training) on employment relations within the Department.

ENQUIRIES : Mr L Nemudzivhadi Tel No: 012 406 7467

NOTE : Indian/coloured/white males and person with disability are encouraged to apply

POST 39/148 : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2142**

SALARY : R744 255 per annum (Level 11), (all-inclusive package)
CENTRE : Limpopo Region, Polokwane
REQUIREMENTS : National Diploma in Occupational Hygiene or Environmental Health or Environmental Management (NQF 6) PLUS Certificate on Mine Environmental Control plus a valid driver's licence, with a minimum of 3years experience in Occupational Hygiene. PLUS the following competencies: Knowledge of: 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; DMR Policy and staff codes, Management skills- planning, leading, organising and controlling, Report

writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skills, Language proficiency, Computer skills, Thinking demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic personality.

DUTIES : Coordinate 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 and report on mine related accidents, contraventions and complaints 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 mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

ENQUIRIES : Mr S Jivhuho Tel No: 015 287 4705

NOTE : Indian, Coloured or White females are encouraged to apply.

POST 39/149 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2143**

SALARY : R744 255 per annum (Level 11), (all-inclusive package)

CENTRE : Eastern Cape Region, Port Elizabeth

REQUIREMENTS : National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team-work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste-money time. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.

DUTIES : Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyses of 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, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining.

ENQUIRIES : Mr T Doyle Tel No: (041) 403 6609

NOTE : African/Indian males are encouraged to apply

POST 39/150 : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2144**

SALARY : R744 255 per annum (Level 11), (all-inclusive package)

CENTRE : Eastern Cape, Region, Port Elizabeth

REQUIREMENTS : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (mines), valid driver's licence with minimum of years in the mining Knowledge of: Mine Health and Safety Act and Regulation and Legal proceedings. Mining engineering – Mine equipment e.g., Winder, Boilers, plants. Hazard

identification and risk management. Public Service Staff Code. DMR Policy Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management Skills, Planning, Leading, Organisational and Controlling Skills. Report writing and Formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation Skills. Language proficiency. Computer Skills Thinking Demand: Innovative thinker. Innovative thinker. Analyse situations carefully, Make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations, Dynamic Personality.

DUTIES : Conduct and report on underground ,shaft and surface audits and inspection on plants, structures, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary,. Investigate and report on mine related accidents, contraventions and complaints as well as analysis mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon of equipment on mines i.e. Winder lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, conduct and provide of input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard and applications of exemptions, permission and approvals and provide managerial activities.

ENQUIRIES : Mr T Doyle Tel No: (041) 403 6609

NOTE : African/Indian males are encouraged to apply

POST 39/151 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DMRE/2141**

SALARY : R480 927 – R 1 157 940 per annum MR6

CENTRE : Head Office, Pretoria

REQUIREMENTS : LLB degree or equivalent four-year legal qualification (NQF level 7) with 8 years post qualification Legal experience (Salary Notch will be determined in accordance with experience in terms of the ODS Legal Qualified Professionals) Knowledge of: knowledge of general legal principles and legislation Skills: Research skills. Ability to interpret and apply legislation. Computer literacy. Communication skills (verbal and written). Ability to work independently. Innovative thinking. Thinking Demands: information evaluation. Decision making. Problem solving.

DUTIES : Provide legal advice and opinion to Department and Minister. Draft and vet legislation, subordinate legislation, legal documents, memoranda reports and submissions on a variety of matters. Provide advice on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Oversee all litigation for and against the Department / Minister in terms of court rules and applicable legislation. Act as Legal representative for the department at various forums. Monitor compliance with PAIA and PAJA.

ENQUIRIES : Ms S Naidoo at 084 477 7433

NOTE : Coloured males are encouraged to apply.Recommendation: Written assessment will be conducted, and all applications must include a certified copy of course credits.

POST 39/152 : **ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMRE/2145**

SALARY : R477 090 per annum (Level 10)

CENTRE : Mpumalanga Region, Witbank

REQUIREMENTS : An appropriate bachelor's degree / B-Tech Degree/ Advance Diploma in Law or LLB (NQF level 7) and Valid Driver's licence with minimum of 3 years 'experience in the industry Knowledge of: Basic Knowledge of the MPRDA. Basic Knowledge of previous mineral legislation. Basic knowledge of administration procedures. Basic knowledge of Departmental policy i r o Mineral Regulation. Basic knowledge of computer programs. Skills: Ability to write reports. Ability to write submissions. Ability to communicate (written and oral) Ability to act as mediator between (aggressive) parties.

DUTIES : Administer the administrative process for each right or permit application in compliance with the Law. Research potential conflict between applications, prior rights, and land usage to advice in the decision -making process. Ensure the arrangements for the payment of royalties and prospecting fees to the state

in accordance with the law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure/Process surface usage applications and evaluate surface utilization in relation to the exploitation of mineral (only where Economic Development Sub Directorate has not been established). Assist clients through the process of administrative justice. Provide managerial activities.

ENQUIRIES : Mr A Tshivhandekano Tel No: (082) 471 8630
NOTE : Persons with a disability are encouraged to apply

POST 39/153 : **ASSISTANT DIRECTOR: SECURITY OPERATIONS REF NO: DMRE/2146**

SALARY : R382 245 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Security Management/ Administration, Criminal Justice, Criminology, Law, Policing, Corrections Management, Forensic Sciences and Technology (NQF level 6) and PSIRA Grade B Certificate and Valid Driver's licence with minimum of 3 years 'experience in physical security environment Knowledge of: Departmental policies . MISS and MPSS. Occupational Health and Safety Act. Fire Regulations Skills: Verbal and writing skills. Problem solving. Communication skills (written and verbal) Interpersonal relations. Numeracy skills. Presentation skills. Advanced computer skills. Management skills. Thinking Demands: Analytical thinking and creativity.

DUTIES : Ensure proper access control is provided at all departmental premises to promote the safety and security of people and property. Develop and review security policies, procedures, strategies, and guidelines. Coordinate security training and awareness programmes for official in the Department. Monitor the implementation of recommendations made by the South African Police Services, State Security Agency and Division Investigations and information security. Arrange and advise on the required security measures for the events and plan the provision of safety and security at the departmental events. Provide managerial activities.

ENQUIRIES : Mr MS Mashala Tel No: (012) 406 7595
NOTE : Indian, Coloured or White female are encouraged to apply

POST 39/154 : **STATE ACCOUNTANT: PAYROLL AND ALLOWANCE REF NO: DMRE/2147**

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management / Accounting / Auditing (NQF Level 6) with a minimum of 1 year experience as an Accounting Clerk in Salaries PLUS the following competencies Knowledge of: Public Finance Management Act. Treasury Regulations. Basic Condition of Employment Act. Basic Accounting System. PERSAL & BAS Skills: Computer literacy. Financial. Good verbal and written communication. Ability to communicate at all levels Thinking Demands: Problem solving. Creativity. Ability Negotiate. Report writing.

DUTIES : Review and authorize / approve transactions captured on PERSAL and BAS. Maintain, monitor movements and perform monthly reconciliation on suspense account. Monitor the book out register and ACB limit. Attend to auditors (internal and external) clients queries. Monitor the maintenance of payroll certification process, by ensuring that follow up is made on outstanding reports. Supervise and develop staff.

ENQUIRIES : Ms T Mutavhatsindi Tel No: (012) 444 3099
NOTE : Indian or Coloured male are encouraged to apply.

POST 39/155 : **STATE ACCOUNTANT: TRAVEL MANAGEMENT REF NO: DMRE/2148**

SALARY : R261 372 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A relevant tertiary qualification in Financial Management / Accounting / Auditing (NQF Level 6) with a minimum of 1 year experience as an Accounting Clerk in Subsistence and Travelling PLUS the following competencies Knowledge of: Public Finance Management Act. Treasury Regulations. Basic Condition of Employment Act. Basic Accounting System. PERSAL Skills: Computer literacy. Financial. Good verbal and written communication. Ability to communicate at

- all levels Thinking Demands: Problem solving. Creativity. Ability Negotiate. Report writing.
- DUTIES** : Review and authorize / approve transactions captured on PERSAL and BAS. Reconcile and compile payments for Travel Management Companies and for Credits Card providers. Pass journal and compile information required for compliance certificate. Monitor the book out register. Attend to auditors (internal and external) and clients. Identify fruitless and wasteful expenditure, outstanding advances, maintain register and facilitate recovery. Supervise and develop staff.
- ENQUIRIES** : Mr C Matseba Tel No: (012) 406 7729
- NOTE** : Indian/ Coloured or White are encouraged to apply.
- POST 39/156** : **REGISTRY CLERK REF NO: DMRE/2149**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : North Cape Region, Klerksdorp
- REQUIREMENTS** : Grade 12 certificate (NQF 4) with 1 year experience PLUS the following competencies Knowledge of: Registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing Public Service. Knowledge of storage and retrieval procedure in terms of the working environment. Understanding of the work in registry Skills: Computer, Planning and organisation, Language, Good verbal and written communication skills.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for achieving and disposal.
- ENQUIRIES** : Ms R Manuel Tel No: 053 807 1700
- NOTE** : post be filled with a person with disability and other one Indian or coloured male are encouraged to apply.