

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

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.

- 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 Mothoagae Tel No: 012 444 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 24 February 2023
- 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.

MANAGEMENT ECHELON

- POST 05/116** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR –GENERAL REF NO: DMRE/2316**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree or B-Tech qualification in General Management/ Public Administration / Public Management / Office Management (NQF 7) minimum of 5 years at a senior management level. Driver licence. Courses or certificate in Economics, Finance, General Management or Strategic Management will be an added advantage PLUS the following competencies Knowledge: Specialised

		knowledge of government and industry. Policies on a strategic level. Knowledge of Departmental Policy and Procedures. Knowledge of financial management. Understanding of the public service environment. Public service legislative framework. Key strategic priorities of government. Understanding of the mineral and energy sector Thinking Demand: Ability to think strategically. Ability to analyse information and form conclusions. Innovative and creative thinker. Skills: Good communication and interpersonal relations skills. Negotiation and problem- solving skills. Writing and project management skills. Financial management. Process engineering. Administration and co-ordination. Intergovernmental relations. Stakeholder management administration. 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.
<u>DUTIES</u>	:	Provide executive and strategic support services to the Director-General. Ensure management and facilitation of intergovernmental and stakeholder relations. Ensure effective business operations between the office of the DG, the Ministry and the Department. Ensure operational planning, monitoring and reporting. Manage the Chief Directorate.
<u>ENQUIRIES</u>	:	Ms H Mhlongo Tel No: (012) 406 7632
<u>NOTE</u>	:	Note: Indian or White as well as Persons with disability are encouraged to apply.
<u>POST 05/117</u>	:	<u>SUPPLY MODELLING SPECIALIST REF NO: DMRE/2317</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A master's degree or equivalent in Mathematics or Applied Mathematics or Computer Science or any Engineering field or Economics (with Econometrics), NQF 9. Energy studies in addition to the above will be an added advantage PLUS, minimum of 5 years' experience at middle/ senior managerial in modelling (Mathematical and Econometric Modelling), (Supply Optimization, Optimization models, long-term planning tools, Technical Report writing and Policy Analysis. The job may require local and international travel. PLUS the following key competencies: Knowledge of Policies and legislations which govern the energy sector. Knowledge of energy sector with specific understanding of upstream oil, gas, nuclear and coal supply markets, Renewable energy market, Local and global trends and economic drivers which impact on the supply options for energy, Supply optimization and modelling techniques and knowledge of different energy technologies, Thinking Demand: Assertive, analytical, self-driven and motivated, mature, attention to detail Skills: Energy modelling, mathematical and econometric modelling, Technical report writing, Translation of concept into mathematical or analytical models, Policy analysis. 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.
<u>DUTIES</u>	:	Provide a specialist service pertaining to energy supply optimisation modelling. Provide expert advice to management on strategic direction regarding energy supply matters. Mentor departmental staff on energy supply matters. Manage the Directorate.
<u>ENQUIRIES</u>	:	Mr T Audat at 082 839 9567
<u>NOTE</u>	:	Female are encouraged to apply.
<u>POST 05/118</u>	:	<u>DIRECTOR: DEMAND, ACQUISITION AND CONTRACT MANAGEMENT REF NO: DMRE/2318</u>
<u>SALARY</u>	:	R1 105 383 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Degree / B-Tech in Public Procurement Management/ Supply Chain Management / Public Management/ Purchasing / Logistics Management / B-Comm Accounting (NQF Level 7) with a minimum of 5 years' experience at a

middle /senior management level PLUS the following competencies
 Knowledge of: Public Finance Management Act. Treasury Regulations.
 PPPFA. SCM Framework. Ability to develop, implement and sourcing strategic plans. Skills: Computer Literacy, Financial. Good verbal and written communication. Ability to communicate at all levels Thinking Demands: Problem solving, creativity, ability to negotiate report writing.
 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.

- DUTIES** :
- Manage and monitor compliance with relevant demand and Bid Management frameworks and policies. Ensure effective management operations of the Supply Chain Contracts and supplier database. Manage the functional operation of the sub-directorate: Supply Chain, Demand Management, Demand, Bid and Contract & Supplier Management. Manage, monitor and review the demand management activities. Ensure effective bid management process. Manage the Directorate.
- ENQUIRIES** :
- NOTE** : Ms M Shirindi Tel No: (012) 406 7642
 : Indian or White or Coloured male are encouraged to apply.

OTHER POSTS

- POST 05/119** : **DEPUTY DIRECTOR: EVENTS MANAGEMENT AND STAKEHOLDER RELATIONS REF NO: DMRE/2319**

- SALARY** : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Communication/ Public Relations/ Marketing. Project Management certificate will be an added advantage. Valid driver's license, Protocol training (NQF Level 6) with a minimum of 3 years' experience at a junior managerial of principal level in a communication environment PLUS the following competencies Knowledge of: events managements practices, government protocol practices, government procurement processes, financial processes, advertising and branding, knowledge and understanding of DMRE policies, functions, projects etc. Policy development. Strategic planning and project management Skills: Communication skills (verbal and written). Management and organizational skills. Creativity and innovation. Interpersonal and analytical skills. Organizing and Coordination. Facilitation and implementation. Well-developed interpersonal relationships at all levels. Problem solving and analysis. Strategi -capability. Policy development and implementation Thinking Demands: logical, creative /innovative thinker. Objective, diplomatic and accurate.

- DUTIES** : Develop processes, policies and strategies for events management and stakeholder relations. Manage and coordinate Departmental events. Facilitate and manage department's interdepartmental and stakeholder relations programmes. Manage the Sub-Directorate.

- ENQUIRIES** : Ms L Ntsoko Tel No: (012) 406 7799
NOTE : Indian or White male are encouraged to apply.

- POST 05/120** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2320**

- SALARY** : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : North-West Region, Klerksdorp
REQUIREMENTS : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering. Valid driver's licence with minimum of 3 years in the mining industry: Knowledge of: 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. 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
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound trackless mining equipment and electrical distribution systems 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. Test and licence and report thereon of equipment on mines i.e. winders, lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide 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, Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr J Melembe Tel No: (018) 487 4300
<u>NOTE</u>	:	Indian, Coloured or White female are encouraged to apply.
<u>POST 05/121</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2321</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Kwa Zulu- Natal Region, Durban
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Bachelor of Technology degree/ Advance Diploma in Economics, Industrial Science, Industrial Psychology/ Social Science majoring with Development studies or Economics (NQF level 7) with minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA. Basic knowledge of administration procedures. Basic knowledge of computer programs. Basic knowledge of Previous Mineral Legislations. Basic knowledge of Departmental Policy and Mineral Regulation Skills: Analytical capacity, reporting, writing and formulation project management, computer literacy, research and communication, Thinking Demands: Interpretation and implementation of policies, proactivity, decision making, forward planning and ability to work under pressure.
<u>DUTIES</u>	:	Align SLPs with the municipal IDPS/LED programmes to ensure sustainable projects. Adjudicate the process of Social and Labour Plan for mining right applications. Design and implement inspection programme. Attend community and other stake-holder meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr N Ravhungoni Tel No: (031) 335 9627
<u>NOTE</u>	:	White, Coloured male or persons with disability are encouraged to apply.
<u>POST 05/122</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DMRE/2322</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Northern Cape Region, Kimberley
<u>REQUIREMENTS</u>	:	National Diploma in Administrative or Financial fields (NQF Level 6) with a minimum of 3 years' experience in the industry PLUS the following competencies Knowledge of: Knowledge and understanding of legislation, policies, and work procedures. Knowledge of the mining industry. Knowledge of the Public Service Legislation including PFMA. Background knowledge of MPRDA i.r.o applications, royalty/ prospecting fee payments and financial provisions Skills: Organisational and communication skills. Computer and management skills. Numeracy and financial management skills. Internal audit skills Thinking Demands: Decision Making. Information evaluation. Creativity. Have experience in both creditors and debtor's functions. Analytical thinker.
<u>DUTIES</u>	:	Assist the Regional Manager to manage and control budget expenditure in the region. Manage an enquiry service/ helpdesk to ensure efficient service delivery in the region. Provide an administrative management service in terms of Supply Chain Management, Human Resource related matters, risk management, facility management and events management. Manage both revenue and financial provision collection, recordkeeping and management control systems. Manage the receiving and recording of applications in terms of the Mineral Petroleum Resource Development Act. Ensure that access to information requests is handled in line with the prescripts. Manage and

		maintain an effective registry service to Regional Office. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr N Zindela Tel No: (053) 807 1700
<u>NOTE</u>	:	Indian or White female are encouraged to apply.
<u>POST 05/123</u>	:	<u>ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION AND RMDEC REF NO: DMRE/2323</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape Region, Cape Town
<u>REQUIREMENTS</u>	:	B-Tech / Bachelor- Degree/ Advanced Diploma in Law or LLB (NQF 7) with a 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 conduct meetings. Ability to communicate-written and oral. Ability to act as mediator between (aggressive) parties. Thinking Demands: Ability to think when exposed to demanding situations
<u>DUTIES</u>	:	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 advise 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). Provide support to the regional mining development and environmental committee (RMDEC). Evaluate all empowerment transactions to give effect to the objects to the charter and the Acts
<u>ENQUIRIES</u>	:	Mr P Swart Tel No: (021) 427 1057
<u>NOTE</u>	:	African or Indian are encouraged to apply.
<u>POST 05/124</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DMRE/2324</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Archives and Records Management / Information Management / Archival Studies / Office Management/ Public Management (NQF 6). Certificate in Records Management will be added advantage with a minimum of 3 years' experience in records management / registry and /or auxiliary support service environment. Valid driver's licence Knowledge of: knowledge, understanding and application of records management legislative framework. Knowledge, understanding and application of registry and records management practices, processes, and procedures. Knowledge, understanding and application of records classification systems. Knowledge, understanding and application of Public Service Act, BCEA, PFMA and Treasury Regulation and Public Service Regulations Skills: Organisational and implementation skills. Project and Programme management. Budget and financial management. Strategic capability and leadership. Analytical and decision making. Communication skills (verbal and written). Policy Development and Implementation. Strong interpersonal skills. Multitasking ability. Planning and organising. Time management. Business writing. Problem solving. People management and team leadership. Presentation and public speaking. Accountability / ethical conduct Thinking Demands: creativity/ innovative thinker. Attention to details. Logical. Objective. Accurate. Diplomatic.
<u>DUTIES</u>	:	Develop, implementation and review record management policies, procedures, plans, strategies, and guidelines. Manage mail services. Maintain filing systems, provide physical custody and protection of records. Facilitate administration of Promotion Access to Information Act (PAIA). Monitor registry support activities and resources. Facilitate the implementation of systematic disposal records.
<u>ENQUIRIES</u>	:	Ms M Makhoana Tel No: (012) 406 7905
<u>NOTE</u>	:	Indian or White or Coloured female as well as persons disability are encouraged to apply.

<u>POST 05/125</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING, POLICY, AND SYSTEM REF NO: DMRE/2325</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Human Resource Management/ Human Resource Development/ Public Administration (NQF 6) minimum of 3 years' experience in Human Resource Management As a Practitioner or equivalent level PLUS the following competencies, Knowledge of: Understand policy research, analysis and development processes. Departmental HRM goals. Understanding HRM prescripts in the Public Service. Knowledge of HR Planning. Knowledge of information Systems and Intelligence. Knowledge about HR marketing and branding. Knowledge of the PERSAL system Skills: Ability to interpret and apply policy. Communication skills. Report writing and formulation. Analytical skills. Computer literacy skills (Word / Excel / Outlook/ PERSAL). Good communication of English Interpersonal skills. Planning and organising skills. Problem solving skills. People management skills. Numeracy skills. Presentation skills. Basic research Staff supervision and management. Strategic Planning process skills. Thinking demands: Planning. Problem solving. Information evaluation. Creativity. Insight and foresight. Decision making.
<u>DUTIES</u>	:	Develop and review HR policies, procedures, strategies and guidelines. Provide input in the development, implementation, monitoring and review of the HR Plan and Management Information Services for the Department. Integrate, store and share HR information, HR Policy co-ordination, Delegation of Authority. Market HR function. Develop and monitor the implementation of the Departmental Equity Plan. Provide secretariat services to all committee meeting within Directorate (HR Forum, EE & HR Policy etc.). Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr D Olivier Tel No: 012 406 7504
<u>NOTE</u>	:	Indian, Coloured or African male/female and persons with disability are encouraged to apply.
<u>POST 05/126</u>	:	<u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2326</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Limpopo Regional Office, Polokwane
<u>REQUIREMENTS</u>	:	Bachelor's degree, B-Tech degree or Advanced Diploma Economics/ industrial Science/ Industrial Psychology/ Social Science majoring with development studies or Economics (NQF 7) with 1 year relevant experience and a valid driver's licence. Knowledge: Mineral laws, Socio-economic development issues, social and labour plan, financial management, Human Resource Development and Labour Legislations Skills: Analytical capacity, computer literacy, communication skills, research, report writing and formulation. Project management Thinking Demands: forward planning, decision making, proactivity, interpretation and implementation of policies.
<u>DUTIES</u>	:	Register and acknowledge receipt of new applications for social and labour plan. Conduct preliminary and final assessments of social and labour plans on small to medium scale operations. Coordinate workshops and meetings between the department and clients. Provide administrative support for sub-directorate e.g compile statistics report, draft inspection, plan, filling etc. 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 the clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.
<u>ENQUIRIES</u>	:	Mr Kolani Tel No: (015) 287 4700
<u>POST 05/127</u>	:	<u>TRAINING OFFICER REF NO: DMRE/2327</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Human Resource Development / Human Resource Management/ Management of Training (NQF 6) with a minimum of 2 years' experience in the industry PLUS the following competencies Knowledge of: Have an advanced knowledge and understanding of EE Act, SAQA, SETA functions and requirements. National Skills Development Strategy. Knowledge of research. Knowledge and understanding of Human Resources. Basic

	knowledge on Adult Learning Skills: Strong analytical skills with attention to detail. Presentation, facilitation and counselling skills. Communication and computer skills. Writing and Policy development skills Thinking demands: Decisive. Sound judgment. Confidentiality. Problem solving. Innovative and creativity.
<u>DUTIES</u>	: Coordinate the implementation of the following training interventions; Learnership, Scholarship, Adult Education and Training (AET), Work Integrated learning programmes, Leadership and Management Development programmes, Orientation and induction programmes, Bursary scheme, Intern and mentorship programmes. Administer training interventions with regards to all training programmes and populate the workplace skills placement database. Liaise with the identified partners and /or beneficiaries for educational programmes. Provide secretarial services to the skills development committee with regards to educational programmes (Learnership, Scholarship, EAT, Work Integrated Learning. Administer the recruitment and selection of Learners, Scholars, Work Integrated Learning and Adult Education and Training. Formalise the qualification of employees through recognition of prior learning. Conduct the training needs analysis /skills audit and administer the piloting of learning interventions.
<u>ENQUIRIES</u>	: Mr M Shiluvane Tel No: 012 406 7594
<u>NOTE</u>	: Coloured or Indian females are encouraged to apply.
<u>POST 05/128</u>	: <u>STATE ACCOUNTANT REF NO: DMRE/2328</u>
<u>SALARY</u>	: R269 214 per annum (Level 07)
<u>CENTRE</u>	: Northern Cape Region, Kimberley
<u>REQUIREMENTS</u>	: A relevant tertiary qualification in Accounting or Auditing (NQF Level 6) with a minimum of 1 year experience in financial environment PLUS the following competencies Knowledge of: accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management Skills: Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Data and gap analysis. Problem solving. Creativity.
<u>DUTIES</u>	: Review the receivable register for completeness (sequential numbering) and accuracy. Verify the payables against files opened (mining and prospecting rights files) and contracts. Verify the receipts against the bank statements and prepare weekly and monthly reports of all the receivables. Confirm outstanding balances /amounts receivables. Obtain a sign-off by Regional Managers and submit weekly and monthly receivable register to Head Office. Conduct audit, compile debt acknowledgement letters and report thereon to Head Office
<u>ENQUIRIES</u>	: Mr MK Mutheiwana Tel No: (053) 807 1700