



**SOUTH AFRICAN DIAMOND AND
PRECIOUS METALS REGULATOR**

The South African Diamond and Precious Metals Regulator, established in terms of Section 3 of the Diamonds Amendment Act, 2005 (Act 29 of 2005), aims to regulate the industry to ensure that the diamond resources and precious metals of the Republic are exploited and developed in the interest of the people of South Africa, to promote equitable access to local beneficiation and ensure compliance with the Kimberly Process Certification Scheme. We invite self-motivated and suitably qualified individuals who wish to stand out in their field to apply for the following vacancy:-

**Department: Office of the CEO
Chief Executive Officer (Ref. 2018/07/01)
Salary: Negotiable (All Inclusive package)
5 years fixed term contract**

Purpose of the job: To direct the development of short and long term objectives, policies, financial and operating plans for the organisation and from time to time seek approval from the Board of SADPMR and to ensure the overall viability and success of the organisation.

Qualification: Minimum requirements, Bachelors Honours Degree (NQF level 8) in Mining/Management Science/ Law or equivalent qualification with extensive experience in mining and minerals sector.

Knowledge and Skills: Minerals and Petroleum Resources Development Act, (Act 28 of 2002). Mining Charter, Diamond Act (Act 56 of 1986) as amended, Precious Metals Act (Act 37 of 2005) as well as Minerals and Mining policies. PFMA and Treasury Regulations. A good understanding of the mining industry and the relationship thereof with government, labour movements and the State. A strong understanding of Corporate Governance and the entire legislative and regulatory framework applicable thereto. Strong leadership skills, Computer literacy, Excellent verbal and written communication skills.

Key Responsibilities: To be the Accounting Officer of SADPMR and report dually to Board and the Minister. Manage the day to day business of the SADPMR. Provide the required leadership and direction to the organisation and report to Board and the Minister. Develop a long term strategy and vision for the SADPMR and to seek approval thereof from the Board of the SADPMR. To prepare the quarterly management accounts for submission to the Board and the Minister. Act as the link between the SADPMR and Department of Mineral Resources on day to day basis and to report to the Board on regular basis on policy and strategic issues. Implement the vision, mission, values and goals of the organisation. Communicate the strategic direction of the organisation internally and externally. Attend Board meetings and ensure the functioning of various Board Committees. Ensure compliance with national and appropriate international regulations. Ensure continuous improvement in the quality and value of services by the Regulator. Establish and maintain an organisational structure to accomplish operational and strategic goals. Liaise with all stakeholders at strategic levels. Implement and ensure compliance with Corporate Governance and all the relevant legislative and regulatory framework based on the King IV report.

**Department: Finance and Supply Chain Management
Chief Financial Officer (CFO) (Ref.2018/07/02)
Salary Negotiable (All Inclusive package)**

Purpose of the job: To assist the Chief Executive Officer in discharging the duties prescribed in Part 2 of Chapter 6 of the Public Finance Management Act (PFMA).

Qualification: Minimum requirements, Bachelors Honours Degree (NQF level 8) in Financial Management / Accounting / Finance and must be registered as a Chartered Accountant. This should be coupled with at least six years Senior Management experience in finance and SCM. Senior management experience in Public service will serve as an added advantage.

Knowledge and Skills: Public Finance Management Act (PFMA), National Treasury rules and regulations, King IV Report on Corporate Governance, Prompt response to Accountability and Compliance Issues and Mandates of the Board. Capacity to Plan, Organize, Control resources to the benefit of the organization. Demonstrate advanced understanding of institutional governance systems including performance management, fiscal discipline, Supply Chain Management Regulations and Preferential Procurement Policy, and Financial Accounting Principles of GAAP\GRAP.

Key Responsibilities: Support the Chief Executive Officer (CEO) and other Senior Managers in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations; Manage Financial Information and respond to changing needs for financial information and system; Provide leadership in the development for the continuous evaluation of short and long-term strategic financial objectives, and ensure that internal financial targets and budgets are fully consistent with the SADPMR Strategic plan and relevant agreements with government. Monitor financial risks and implement anti-fraud and corruption strategy in collaboration with Risk Management discipline. Manage SADPMR revenue and expenditure in accordance with the PFMA. Compile budget estimates, monthly forecasts, project planning and produce adjusted cash flow; Ensure that Quarterly and Annual financial statements are compiled and submitted timeously in accordance with applicable standards and legislative requirements. Develop tools and systems to provide critical financial and operational information to the Chief Executive Officer and make actionable recommendations on both strategy and operations. Formulate creative solutions to enhance cost effectiveness and efficiency in the delivery of the services and the administration of the SADPMR; Manage activities pertaining to: Financial Transaction Processing and Reporting Services, Supply Chain Services, Asset Management Services, Third Party Funds, Costing, Budget Management and the standardisation of processes, norms and standards.

A detailed CV, certified copies of qualifications and ID must be forwarded to jobs@sadpmr.co.za.

Enquiries: Mr J Morole / Ms Z Mpofo

Tel: 011 223 7000

Closing date: 17 August 2018

Applications from candidates in the affirmative action categories are particularly encouraged to apply. It is the responsibility of applicants with foreign qualifications to have such verified by SAQA. Suitable candidates will be subjected to Security Vetting, Personnel Suitability Checks (criminal record, citizen, credit record checks, qualifications and employment verification as well as competency assessment). Late and incomplete applications will not be considered.

NB: If you do not hear from us within 30 days after the closing date, please consider your application unsuccessful. The employer reserves the right not to make appointment(s) to the advertised post(s).