



**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 vacancies:-

Department: Regulatory Compliance
Administration Officer: Licensing (Ref. 2018/08/02)
Salary Negotiable (All Inclusive package)

Requirements: A Degree/National Diploma in Office Management & Technology or Administration or Public Management and Administration or equivalent with appropriate experience in a similar role.

Skills and abilities: Strong analytical thinking and interpersonal skills; Effective communication (verbal and written) skills with the ability to communicate at all levels; Customer service and client service orientation and Information management; Accuracy and ability to pay attention to detail and commit to deadlines; Customer oriented and ability to cope well under pressure. Administration and organizational skills. Computer literacy.

Knowledge : Knowledge of Diamond Act 56 Of 1986; Diamond Amendment Act, 2005; Mining Charter; Rules and Regulations pertaining to diamond and precious metals; Diamond Levy Act 2007; Diamond Export Levy Administration Act 2007 and Precious Metals Act 2005.

Key Responsibilities: Accurately record license applications data based on supporting information in terms of stipulations prescribed on the application form, contract etc. Issue inspection memorandums to the diamond and precious metals inspectorates and facilitate the printing of licenses and permits and close out all final processes relating to applications. Process the issuing of licenses within the set deadline. Send acknowledgement letters to licensees notifying or reminding them of the legislative requirements to ensure compliance. Regular liaison with internal Diamond and Precious Metals division and Finance division. Assist external stakeholder's e. g clients, SARS or SAPS. Maintain the filing and archiving system.

A detailed CV, accompanied by application letter, certified copies of qualifications and ID must be forwarded to: The Manager: Human Resources, South African Diamond and Precious Metals Regulator (SADPMR), P O Box 16001, Doornfontein 2028 or hand delivered at 2nd Floor SADPMR Building, Main Street, 225 Cnr Phillip, Johannesburg 2028.

Enquiries: Ms Z Mpofu
Tel: 011 223 7000

Closing date: 24 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). It is the SADPMR intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan therefore, People with Disabilities are encouraged to apply.

NB: If you do not hear from us within 30 days after the closing date, please consider your application unsuccessful.