



**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 Kimberley 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: Legal & Governance**  
**General Manager: Legal & Governance (Ref.2021/06/01)**  
**Salary: Negotiable all Inclusive package**

**Purpose of the job:** To implement the Precious Metals Act and Diamond Act, as amended to ensure compliance with statutory requirements by providing legal advice and opinion and therefore minimising potential risks to the Regulator. Serve as an advisor to the Board of Directors, the Authority, its advisory bodies, the entity's executive management and the shareholder on all legal matters.

**Requirements:** An LLB or degree in Law with extensive experience in legal administration, regulatory and compliance in mining and mineral sector. LLM qualification will be an added advantage.

**Skills and abilities:** Ability to interact effectively at all levels of government and Diamond and Precious Metals industries. Strategic capability and Leadership skills. Financial management. Policy analysis and development skills. Stakeholder management skills. Problem solving and Change management. People management and empowerment. Programme and Project management skills. Client Orientation and Customer Focus. Communication.

**Knowledge:** Knowledge in Environmental Science and extensive knowledge and application of National Environmental Management Act (NEMA) requirements. Knowledge and experience in the precious metals and diamond industries. Knowledge of the Precious Metals Act, Diamonds Act, and Diamond Export Levy Act, Public Finance Management Act (PFMA) and Minerals and Petroleum Resources Development Act (MPRDA). National Treasury rules and regulations. Knowledge and understanding of government planning and reporting. Knowledge of King III Report on Corporate Governance. Knowledge and understanding of the government macro-economic and social policies. Understanding the mandate of the Department of Mineral Resources and knowledge of government priorities. Knowledge and understanding of organisation's governance structures, Organisation's risk management and internal controls. Protocol on Corporate Governance in the public sector.

**Responsibilities: Financial and budgetary effectiveness:** Regularly and appropriately monitors legal and governance budget against expenditure. Follows procurement standards and ensures adherence to the prescribed budget and time frames. **Legal Support:** Develop a legal risk management framework and relevant policies and implement in the business units. Provide strategic legal direction and prepare a legal and litigation report. Drafts and reviews contracts, service level agreements and other relevant legal documents. Provides legal support, opinions and advice to SADPMR. Set internal governance policies and manage the impact of external factors. Anticipate issues and estimate risks strategically identifying proactive solutions that will eliminate or mitigate such risks. Deal with complex, significant matters that cut across legal and related areas. Respond promptly and reliably to internal and external requests for advice, specifically with regards to litigation, regulatory inquiries, contracts. **Record keeping and Knowledge Management:** Designs, implements and manages a document management system for accurately managing, saving and monitoring all company records including contractual and statutory documents. Manages and monitors all the relevant SADPMR information and records ensuring effective knowledge management for the organisation. **Regulatory compliance:** Provide expert and strategic legal advice to the entity, in particular to Management, Board of Directors. Monitors changes in legislation and prepares updates to relevant Executive managers, Chief Executive Officer and Board members. Compiles and updates compliance check-lists to be used for the purpose of monitoring compliance with regulatory framework. Assists with the preparation of annual compliance reports for relevant stakeholders such as the DMRE, National Treasury and Parliament. Develop, update and monitor delegations of authority within the SADPMR. Assist with litigation and regulatory investigations as needed in cooperation with colleagues and external legal practitioners. **Governance:** Provides company secretarial duties to the Board of Directors which will include: - Managing information and knowledge flow through the business. Organising and preparing for board meetings. Maintaining documentation required for legislative and regulatory compliance purposes. Prepare and submit all quarterly and annual financial and performance results. Administering Board appointments, financial declarations and exits from the Board of the SADPMR. Drafting of Board and Committee meetings, minutes and resolutions. Policy formulation for the Board. Monitor adherence to the organisation's code of conduct. Involvement in risk management and coordination of corporate responsibility matters. Report progress to the CEO and Board members of SADPMR. Ensure the promotion of corporate governance. Ensure that the proper induction of Board members is carried out, including assessing the specific training/leadership development needs of Board members. Coordinate the publications, tabling and distribution of the annual report and prepare presentations for the Parliamentary Portfolio Committee. **Communication:** Drafts entity's communication and press releases to ensure that information is disseminated effectively and efficiently externally. **Contributes to team:** Contributes to the attainment of team and organisational goals by demonstrating team commitment and collaboration. Values and respects team members and others within the organisation. Demonstrates inclusivity and values diversity. Provides knowledge and insight to support strategic decision making. **Stakeholder engagement and management:** Manage relations with internal and external stakeholders to promote objectives of the company. Ensure that the needs of organisational stakeholders are prioritized and managed including the Board of Directors; DMRE, Minister and Parliament. Work with managers and peers to discuss issues, coordinate activities, or resolve problems.

**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 reception of SADPMR at C/O Fox & Berea Street (Jewel City) Johannesburg or e-mail to: [jobs@sadpmr.co.za](mailto:jobs@sadpmr.co.za)**  
**Enquiries: Ms Z Mpofu / Mr J Morole**  
**Tel: 011 223 7000**

**Closing date: 09 July 2021**

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). 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.