

**DEPARTMENT OF MINERALS AND ENERGY**

**APPLICATIONS** : The Director-General, Department of Minerals and Energy, Private Bag X59, Pretoria, 0001, 234 Mineralia Centre, Cnr Visagie and Andries.

**FOR ATTENTION** : Mr H Marakalala / Ms E Lethole

**CLOSING DATE** : 12 June 2009

**NOTE** : Applications should be on Z83, signed and dated and must be accompanied by a comprehensive CV, and certified copies of qualifications as well as ID. Confirmation of final appointment will be subject to a positive security clearance. Due to the large number of responses anticipated, correspondence will be limited to short listed candidates only. Short listed candidates will be contacted within three weeks after the closing date. All applications must be sent to the address provided above, and Not to the specific region(s) NOTE: The successful candidates will be required to sign a performance agreement within three (3) months of appointment.

**OTHER POSTS**

**POST 21/50** : **TECHNICAL ADVISER: MINING ENGINEERING**

**SALARY** : R407 745 per annum, (All inclusive Package)

**CENTRE** : Pretoria – Head Office

**REQUIREMENTS** : A Mine Managers Certificate of Competency with extensive relevant practical experience in the mining environment, at least 5 years experience in the inspecting / auditing management arena, have experience in fatal accident investigation and inquiries and have experience in the development of Standards and Legislation .PLUS the following key competencies:

- Knowledge of Mine Health and Safety Act and other mine health and safety related prescripts
- Knowledge of the mining environment in South Africa and Internationally (both small and traditional Knowledge of Strategy Development. Knowledge of political protocol and understanding of the broader political environment
- Knowledge of health risk assessment techniques Knowledge of guidelines and instructions issued by the Chief Inspector of the Knowledge of research process and methodologies
- Specialised investigation and inquiry techniques
- Skills: Leadership Skills • Report Writing Skills • Inspection / Auditing • Project and Programme Management Skills Analytical Skills Specialised Investigation Skills Fatal Accident Audits/Enquiries
- Communication Competent communicator (written and verbal)
- Creativity: Innovative and creative abilities.

Recommendation/Note: The appointment will be subject to a premedical examination of fitness. • The person must be in possession of a valid code 08 driver's licence.

**DUTIES** : To participate in specialist investigations and inquiries within the regions when require • To marshal /mobilise specialist skills when required. To provide integrated professional advice and expertise to regional offices when required identify key research areas and Influence key research agenda via the policy unit for research institutions. Conduct literature research, benchmark and liaise with other counter parts nationally and internationally to maintain specialist knowledge. Monitor accidents, analyse trends and make recommendations within the mining sector and policy unit to minimise such accidents. Provide input into the development of legislation, guidelines and instructions to the policy unit. Provide mentorship and knowledge transference to Mine Health and Safety Inspectorate and mining sector. Quality assurance inspectorate processes and outputs (e.g. inspections, audits, investigations and inquiries) Promotion of mine and health safety. Liaise with institutions, mining houses and other government departments. Partake in technical task groups for the development of standards and specifications. Provide input for the monthly, quarterly and annual reports of the technical support unit

**ENQUIRIES** : Mr X Mbonambi ☎ 012 317 8451

**POST 21/51** : **TECHNICAL ADVISER: MECHANICAL ENGINEERING X1**  
**TECHNICAL ADVISER: ELECTRICAL ENGINEERING X1**

**SALARY** : R407 746 per annum (All inclusive Package),

**CENTRE** : Pretoria – Head Office

**REQUIREMENTS** : A Certificate of Competency as a Mechanical Engineer /Electrical Engineering with extensive relevant practical experience in the mining environment, at least 5 years

experience in the inspecting / auditing management arena, have experience in fatal accident investigation and inquiries and have experience in the development of Standards and Legislation. PLUS the following key competencies: *Knowledge of* Knowledge of Mine Health and Safety Act and other mine health and safety related prescripts Knowledge of the mining environment in South Africa and Internationally (both small and traditional). Knowledge of Strategy Development. Knowledge of political protocol and understanding of the broader political environment. Knowledge of health risk assessment techniques. Knowledge of guidelines and instructions issued by the Chief Inspector of the Mines • Knowledge of research process and methodologies • specialised investigation and inquiry techniques *Skills*. Leadership Skills. Report Writing Skills. Inspection / Auditing. Project and Programme Management Skills. Analytical Skills. Specialised Investigation Skills. Fatal Accident Audits/Enquiries *Communication*: Competent communicator (written and verbal) *Creativity* Innovative and creative abilities  
 Recommendation/Note: The appointment will be subject to a premedical examination of fitness. • The person must be in possession of a valid code 08 driver's licence.

**DUTIES** : To participate in specialist investigations and inquiries within the regions when required. To marshal /mobilise specialist skills when required. To provide integrated professional advice and expertise to regional offices when required Identify key research areas and Influence key research agenda via the policy unit for research institutions Conduct literature research, benchmark and liaise with other counter parts nationally and internationally to maintain specialist knowledge Monitor accidents, analyse trends and make recommendations within the mining sector and policy unit to minimise such accidents Provide input into the development of legislation, guidelines and instructions to the policy unit Provide mentorship and knowledge transference to Mine Health and Safety Inspectorate and mining sector Quality assurance of inspectorate processes and outputs (e.g. inspections, audits, investigations and inquiries) Promotion of mine and health safety. Liaise with institutions, mining houses and other government departments. Partake in technical task groups for development of standards and specifications. Provide input for the monthly, quarterly and annual reports of the technical support unit

**ENQUIRIES** : Mr X Mbonambi ☎ 012 317 8451

**POST 21/52** : **DEPUTY DIRECTOR: ASSETS & DISPOSAL MANAGEMENT**

**SALARY** : R344 052 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An Appropriate Degree or National Diploma with 3-5 years asset management and managerial experience. Extensive experience in Assets reconciliation, ability to work under pressure and willingness to travel. PLUS the following key competencies:*Knowledge of* • Project Management Reconciliation between bas and Asset Register • Asset Management Processes and procedures PFMA, Treasury Regulation and other relevant legislation *Skills* interpersonal skills, analytical skills and computer literacy *Communication*: Problem solving skills Innovative *Creativity* • Good verbal and written communication  
 Recommendation/Note: The incumbent must have a valid drivers licence.

**DUTIES** : Manage and maintain the Asset register, monitor recording of new acquisitions, Movements of Asset Reconciliation. Monitor supplier's performance. Development and implement asset replacement strategy, disposal strategy, loss management strategy and maintenance strategy. Manage leased assets, asset losses and damages

**ENQUIRIES** : Ms L N Mgengo ☎012 317 8214

**POST 21/53** : **DEPUTY DIRECTOR RENEWABLE ENERGY TRANSFORMATION**

**SALARY** : R344 052 per annum,

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A / An Bachelors degree (Natural Sciences/Commerce/Energy Studies). Minimum 5 years of professional experience preferably from Public Sector. Good understanding of the Energy Sector. PLUS the following key competencies:*Knowledge of* Sector Economics and Project Finance, in the field of energy preferably renewable energy Renewable Energy policies & strategy *Skills* Fluency in written English Experience in managing projects. Well developed interpersonal relations to effectively work with multiple stakeholders *Communication*: Verbal & Written *Creativity*

<b><u>DUTIES</u></b>	:	Establish, co-ordinate and monitor the Memorandum of Understanding (MoU) with the Development Bank of Southern Africa (DBSA) regarding the implementation of the REMT. Analyse progress reports and make recommendations to the REMT Project Steering Committee regarding the implementation of the REMT. Prepare yearly inputs to the Departmental budget process on financial assistance for the REMT based on an analysis of progress reports. Liaise with internal and external stakeholders e.g the World Bank, Donors, etc in promoting the REMT. Facilitate and give Secretariat support to the REMT Project Steering Committee meetings.
<b><u>ENQUIRIES</u></b>	:	Manage other projects on request Ms N Qase ☎012 317 8717
<b><u>POST 21/54</u></b>	:	<b><u>SECRETARIAT: TRANSFORMATION COMMITTEE</u></b>
<b><u>SALARY</u></b>	:	R344 052 per annum (All inclusive package)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria/ Centurion)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Administrative Field or equivalent qualification coupled with 3-5 years relevant experience in working with Statutory Board. At least 3 years experience in planning, administrative and financial fields. PLUS the following key competencies☐ Knowledge of • Knowledge of the MPRDA • Understanding of legislation, policies and work procedures • Knowledge of the Mining Industry • Knowledge of the Public Service Legislation including PFMA • Knowledge of legislation relating to statutory Boards • Knowledge of the National Government Planning Framework • Treasury Regulation • Public Service Act • Public Law☐ Skills • Organisational skills • Communication skills • Computer skills • Management skills • Financial Management Skills • Internal Audit Skills • Strategic Management Skills • Leadership Skills • Risks management skills • Presentation Skills • Report Writing Skills • Facilitation Skills • Problem Solving • Negotiation Skills • Administrative Skills • Liaison Skills☐ Communication: High level communication skills. ☐ Creativity • Creative and innovative thinker
<b><u>DUTIES</u></b>	:	Facilitate strategic planning processes for the Transformation Committee and working groups • Compile budget for the Transformation Committee Facilitate the appointment and remuneration of Transformation Committee members Render secretariat function to the Transformation Committee. Develop guidelines and monitor the implementation of decisions taken by the Transformation Committee • Draft and compile recommendations to the Board and report to the committee on decisions taken by the Transformation Committee working groups
<b><u>ENQUIRIES</u></b>	:	Ms E. Breytenbach ☎ 012 317 8695
<b><u>POST 21/55</u></b>	:	<b><u>SYSTEM ANALYST</u></b>
<b><u>SALARY</u></b>	:	R174 243 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An Information Technology Degree/ National Diploma with at least 3 years system analysis experience. PLUS the following key competencies:☐ Knowledge of Magic development tool SQL .Open Source Technologies. Systems Analysis principles, practices and techniques ☐ Skills Researching Planning and organising Project and time management Workshop facilitation. Problem solving. Programming. Database Administration ☐ Communication: Good verbal and written communication. Ability to communicate at all levels ☐ Creativity: Ability to analyse, information gathering evaluation. Self driven and innovative Programming
<b><u>DUTIES</u></b>	:	KRA's: Prepare technical and functional specification for enhancements & changes to existing Systems. Create and Test new and existing system. Program new system functionality and ensure quality of the system. Investigate and recommend modern technologies for system improvements. Train users and ensure appropriate deployment of systems in the Department. Implement information security protocols and regulation as per the MISS framework.
<b><u>ENQUIRIES</u></b>	:	Mapaseka Mashigo ☎ 012 679 9130
<b><u>POST 21/56</u></b>	:	<b><u>SECURITY ADMINISTRATION OFFICER</u></b>
<b><u>SALARY</u></b>	:	R94 326 per annum
<b><u>CENTRE</u></b>	:	Pretoria, Head Office
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent, PSIRA registration, plus extensive experience in security operations and security administration experience. ☐ Knowledge of The RSA Constitution (Act 108 of 1996) • Criminal Procedure Act (Act 51 of

1977)Control of Access to Public Premises and Vehicle Act (Act 53 of 1985 • Protection of information Act Promotion of Access to information Act and all relevant security directives and acts ☐ Skills Self Management Good problem solving Good planning and organizing ☐ Communication Well developed interpersonal relations • Computer literate. Good communication (verbal and writing). Good telephone etiquette. Listening skills, report writing skills ☐ Creativity Innovative and creative thinker

**DUTIES**

: Monitor the safekeeping of the Department firearms. Administrate to procurement, receive and dispatch of goods for Directorate. Establish an effective database for capturing classified document/information and access card system. Co-ordinate training for staff within the directorate. Monitor and administrate all activities with respect to the access control system.

**ENQUIRIES**

: Mr M Mabena ☎ 012 317 8281