

## 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** : 26 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.

## MANAGEMENT ECHELON

- POST 23/73** : **DIRECTOR: DESIGNATED NATIONAL AUTHORITY**
- SALARY** : R615 633 per annum
- CENTRE** : Pretoria (Head Office)
- REQUIREMENTS** : A Bachelors Degree in Natural Science, Law or International Relations plus a minimum of five years experience in Multilateral Clean Energy or Environment related fields PLUS the following key competencies: ☐ Knowledge of: Climate Change mitigation policies and strategies; Kyoto Protocol objectives; CDM International rules and procedures; CDM project development cycle; Sustainable Development; Energy Efficiency and Renewable energy; Environmental Law, Contract Law and Administrative Law ; General Government objectives; ☐ Skills: Legal, Negotiation, Project management; Financial management, Strategic Planning; Report writing, Managerial & Supervisory skills; Computer Literacy; ☐ Communication: Ability to communicate verbally and in writing at all levels. ☐ Creativity: Multi –Criteria Evaluation and decision making; Comprehensive and summation of technical and Financial documentation, Numeracy with specific reference to project evaluation and budgeting
- DUTIES** : KRA's: Manage and oversee establishment of Clean Development Mechanism (CDM) regulation; Manage and oversee development and Implementation of CDM project compliance with sustainable development criteria and relevant legislation (monitoring); Manage and oversee implementation of CDM promotion, capacity building and awareness raising activities; Manage and oversee CDM information management and dissemination activities; Manage and oversee CDM national and international cooperation; Develop, implement and maintain the legal framework for the operation and Regulation of carbon trading in South Africa and governance of CDM; Supervise and develop staff

## OTHER POSTS

- POST 23/74** : **MANAGER: NON-GRID ELECTRIFICATION PLANNING**
- SALARY** : R407 745 per annum
- CENTRE** : Pretoria (H/O)
- REQUIREMENTS** : A B degree in Electrical Engineering (HC/LC) with background, experience and knowledge of Electrification planning process and procedures. PLUS the following key competencies: ☐ Knowledge of: Integrated National Electrification Programme; Policies, strategies and directives • DoRA • PFMA ☐ Skills: • Managerial Skills • Electrical Planning Skills; Negotiations Skills; Presentation Skills; Financial Management Skills; Project Management Skills; Conflict Management Skills; ☐ Communication: Verbal and Written Communication; Interpersonal Skills; ☐ Physical Demand: • Able to work outside normal working hours; • Extensive travelling

**DUTIES** : KRA's: Develop the 3 year National Electrification Rolling Plan for non-grid households; Manage the National funding allocation of the non-grid Programme; Monitor, evaluate, control and report the implementation of the non-grid Programme; Ensure the sustainability of the non-grid concessionaire programme; Manage the National Non-grid Electrification Database; Ensure the demarcation of Non-Grid electrification permission areas; Ensure that Grid and Non-Grid Electrification programmes conforms to INEP approved principles; Provide an information framework to enable decision making process on INEP implementation (both Grid and Non-Grid).

**ENQUIRIES** : M Nketsi 📞 012 317 8661

**POST 23/75** : **REGIONAL ENERGIZATION MANAGER: (INEP BPU)**

**SALARY** : R 344 052 per annum

**CENTRE** : Northern Cape Kimberley

**REQUIREMENTS** : A B degree or equivalent with background experience and knowledge of electrification planning process and procedures. PLUS the following key competencies: ☑ Knowledge of: Integrated National Electrification Programme; Policies, strategies and directives; DoRA; PFMA; ☑ Skills: Managerial Skills; Electrical Planning Skills; Negotiations Skills; Presentation Skills; Financial Management Skills; Project Management Skills; Conflict Management Skills; ☑ Communication: Verbal and Written Communication; Interpersonal Skills; ☑ Physical Demand: Able to work outside normal working hours; Extensive travelling

**DUTIES** : KRA's: Lead the identification and compilation of regional backlogs of electrification; Coordinate inputs to prioritize identified needs (cost benefit analysis); Lead the monitoring and evaluation of execution of projects; Represent department on regional forums; Supervise and develop staff; Ensure the demarcation of Non-Grid electrification permission areas

**ENQUIRIES** : M Nketsi 📞 012 317 8661

**POST 23/76** : **DEPUTY DIRECTOR: ENVIRONMENT (EASTERN REGION)**

**SALARY** : R344 052 per annum, per annum (all Inclusive)

**CENTRE** : Mineral Regulation, Pretoria

**REQUIREMENTS** : A Minimum 3 year appropriate qualification in the Natural Sciences, Engineering or Landscape Architecture or a valid Mine Manager certificate of competency. PLUS the following key competencies: 2Knowledge of Knowledge of the Mineral and Petroleum Resources Development Act, and other legislation. Understanding of Policies, Rules and Regulations. Compilation of management reports Knowledge of mining methods, mining processes, Mining waste generation and disposal Minerals Act 1991 (Act 50 of 1991) 2Skills Interpersonal skills and management leadership Ability to negotiate and resolve conflict situations Computer literacy and good writing skills Ability to participate in development activities 2Communication: Ability to interact with persons on various levels Good communication and negotiation skills 2Creativity A creative assertive and confident approach Work under pressure Recommendation/Note: A valid Code 08 Driver's licence is also essential Person should be willing to relocate to a region, if required to

**DUTIES** : Manage the Sub directorate including the budget Manage adequacy of financial provision, rehabilitation of liquidated or incapacitated. Mines and address and manage environmental legacy issues. Evaluate Environmental Management Plans/ Programmes (EMPs), Environmental. Impact Assessments (EIAs) and Scoping Reports Monitor compliance, Auditing and Performance Assessment Evaluate environmental risks and manage the closure of mines within the stipulated time frames Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operative governance Conduct compliance inspections Manage and resolve complaints and conflicts

**ENQUIRIES** : Ms R Nkambule ( 012-317 8314

**POST 23/77** : **DEPUTY DIRECTOR: ENERGY (POLICY DEVELOPMENT AND ADMINISTRATION)**

**SALARY** : R 334 052 per annum  
**CENTRE** : Head Office

**REQUIREMENTS** : A degree in Social Science or equivalent relevant qualification with relevant extensive experience in public sector and policy development, PLUS the following key competencies:  Knowledge of: Understanding of policy research analysis and development processes; Broad knowledge of Intergrated National Electrification Program (INEP); The Public Finance Management Act (PFMA), and the Division of Revenue Act (DORA); Computer Based Information System; Understanding of the Public Service Regulations; Reporting procedures and work environment;  Skills Ability to interpret an apply policy; Computer literacy in MS Windows; Co-ordination and Administrative skills; Presentation Skills; Drafting of reports;  Communication: Verbal and written Communication skills; Proficiency in at least two official languages (At least one must be English);  Creativity: Strategic thinker; Visionary; Innovative; Note: Must have a valid drivers Licence Interpretation of Statistical information; Receptive to suggestion and ideas.

**DUTIES** : KRA's: Develop, review and update INEP policies guidelines including interventions for electrification in line with the Constitution of the RSA, the Energy White Paper, the Public Finance Management Act (PFMA) and the Division of Revenue Act (DoRA) and other relevant sector legislation and guidelines; Formulate, manage and review electrification Policy compliance framework; Communicate government policies, Strategies, Processes and Procedure on INEP; Provide High level secretariat service to the National Electrification Advisory Committee (NEAC and the Macro Control Steering Committee); Co-ordinate Inter- departmental Policy inputs and ensure alignment to the INEP; Management of the sub-directorate's human, material, and financial resources; Supervise and develop staff in the sub-directorate.

**ENQUIRIES** : Ms MC Molomo ☎012 317 8000

**POST 23/78** : **DEPUTY DIRECTOR: MINERAL LAWS ADMINISTRATION**

**SALARY** : R344 052 per annum  
**CENTRE** : Polokwane (Limpopo)

**REQUIREMENTS** : A Law Degree coupled with extensive practical experience in the mining and mineral industry is a prerequisite. Thorough knowledge of the laws and policies relating to mining, minerals and the environment, the law of contracts, interpretation of statutes, administrative law etc. A valid code 8 driver's licence is a prerequisite, as the incumbent will conduct field inspections/meetings. PLUS the following key competencies:  Knowledge of: Thorough knowledge of The Mineral and Petroleum Resources Development Act, 2002, The Public Finance Management Act, 1999, The Mining Titles Act, 1967 (as amended), the Public Service Act, 1994 and other previous and current related statutes relevant to mining and the environment.  Skills: Managerial skills Ability to interpret mineral and mining agreements, legislation and policies and render necessary advice; ability to draft and compile complex submissions to the Ministry/DG/DDG and other senior Departmental officials. Ability to mediate in and resolve conflict situations; Computer literacy with special emphasis on Bas, NMPS and the Royalty System and other programmes  Communication: Excellent verbal and written communication skills coupled with diplomacy and professional conduct  Creativity: A dynamic individual and team player of creative thinking and easily adaptable to change. Ability to solve problems in a creative and constructive manner. Recommendation/ Note: A valid code 8 driver's licence

**DUTIES** : KRA'S: Process and evaluate applications for prospecting, mining and related rights in terms of the Mineral and Petroleum Resources Development Act, 2002; Compile submissions for the Ministry/ Director-General/Deputy Director-General for the granting/refusal of applicable rights; Perform and oversee supervisory functions over subordinate staff; Render advice and assistance to clients and provide an information service to them; Oversee and implement efficient mechanisms for the management/collection of revenue accruing to the State, management of departmental expenditure; Implement mechanisms to assist in achieving transformation and objectives as laid down in the Act

(above)/Departmental policies; Attend to a wide variety of enquiries concerning rights applied for etc.

**ENQUIRIES** : Ms M C Kobe ☎ 015 287 4700/4703

**POST 23/79** : **ASSISTANT DIRECTOR: ENVIRONMENT**

**SALARY** : R 174 243 per annum.

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Minimum of a 3 years applicable tertiary qualification in the Natural Sciences or Environmental Management/ sciences coupled with experience in the field of mine environmental management in the South African mining industry from a Governmental perspective PLUS the following key competencies: 2 Knowledge of Coordination of programmes, systems and projects Mine Environmental Management Research methodologies and/or procedures Information and database management Project management The implementation of prescriptions in the Government such as Public Finance Management Act (PFMA) facilitation in the 2SkillsiHigh level of experience Numeric skills. Tender procedures and control Ability to interpret and analyse legislative requirements Project planning and co-ordination Computer literacy (including GIS interpretation and use)2CommunicationiGood verbal and written communication skills Presentation and facilitation skills Negotiation and conflict resolution abilities Very good communicator 2Creativity Creative and innovative thinker to resolve challenges Ability to bring ideas/concepts to fruition within existing legislative framework Ability to work under pressure Recommendation/Note: It is recommended that the successful candidate should have a valid drivers' licence.

**DUTIES** : KRA's: Collect, organize and disseminate information on mine environmental management, mine closure and sustainable development (as it relates to mine environmental management).iCo-ordinate the development and maintenance of databases, systems and tools related to mine environmental management, mine closure and sustainable development (as it relates to mine environmental management) and ensure data integrity thereof. Co-ordinate the development of strategies and measures to strengthen the implementation of the environmental requirements in terms of the MPRDA, 2002. Coordinate/provide training and capacity building in mine environmental management, mine closure and sustainable development. Administer the state assistance to mines eme. Provide secretariat/technical assistance to-Government task Team: mine closure and water management- Technical working groups of the Government Task Team-Sustainable Development Committee, etc

**ENQUIRIES** : Ms Stephinah Mudau (012) 317 8032

**POST 23/80** : **SENIOR ENVIRONMENTAL OFFICER**

**SALARY** : R 117 501 per annum

**CENTRE** : Welkom

**REQUIREMENTS** : A recognised and appropriate Bachelor's degree or equivalent qualification in Environmental Management, coupled with appropriate practical experience in the Mine Environmental Management field. A valid driver's licence is a must. PLUS the following key competencies:2Knowledge of Environmental management and the function of ecological processes Various mining and mineral processing methods and Environmental impact thereof Mitigation methods, goals, standards and actions, including Rehabilitation and pollution control measures Financial provision for remediation of environmental damage Balanced understanding of environmental management And conservation. Knowledge of the Mineral and Petroleum Resources Development Act, 2002 and other mining related legislations Practical observations made during field investigations And inspections \*Broad understanding on public services delivery document 2Skills: Good negotiation and conflict resolution skills Ability to ensure efficient service delivery to the public Interpersonal and leadership Computer literacy Ability to work as part of a team or independently Communication: Ability to interact with persons on various levels Sound written and verbal communication2Creativity Ability to produce solutions to advise mining concerns and individuals regarding cost-effective environmental management solutions Recommendation/Note: Relevant experience in the mining industry and exposure to environmental

management practices. Valid code 8 driver's licence is essential. Able to travel long distances by car and be prepared to walk long distances in the field and on mines in harsh weather conditions.

**DUTIES** : Assess and manage environmental degradation and control mine closure. Investigate and resolve problems, enquiries and complaints in the mining industry. Evaluate and making recommendation with regard to Environmental Management Report submitted with mining related applications. Consultation with State departments interested and affected parties. Manage and Asses the Financial Provisions submitted for rehabilitation purposes. Conduct routine and compliances inspections

**ENQUIRIES** : Mr L. S Mudau 057-391 1300

**POST 23/81** : **EMPLOYEE WELLNESS PRACTITIONER (1 YEAR CONTRACT)**

**SALARY** : R117 501 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Degree in Social Science / Industrial Psychology or relevant qualification PLUS the following key competencies: 2Knowledge of Understanding of Public Service policies, prescripts, Regulations on HIV/AIDS and employee wellness Matters. Policy analysis and design 2Skills Analytical skills Computer skills Presentation and facilitation skills Report writing skills 2Communication: Written and verbal communication 2Creativity: Creativity and initiative Decision making Recommendation/Note: A valid drivers license is required.

**DUTIES** : KRA's: Facilitate the implementation of Employee Wellness Programmes interventions Within the department. Provide support (first line counselling) and build a support base for incapacitate DME employees .Conduct awareness workshops and campaigns to promote a conducive working Environment within the department. Identify, report and advise on employee wellness trends. Assist with the development of Employee Wellness policies and procedures

**ENQUIRIES** : Ms B Chamane (012 317 8155

**POST 23/82** : **ASSET CONTROLLER**

**SALARY** : R76 194 per annum  
**CENTRE** : Head Office( Pretoria)  
**REQUIREMENTS** : A matric plus extensive relevant experience. A diploma in relevant field will be an added advantage, PLUS the following key competencies: ☑ Knowledge of: BAUD, BAS, LOGIS, ☑ Skills: Communication, Interpersonal, Computer, Organising skills, ☑ Communication: English; ☑ Creativity: innovative thinking

**DUTIES** : KRA's: Receive and capture assets on BAUD; Barcode all assets; Update the asset register of the Department ,additions and disposals; Perform physical asset verification in Head office and Provincial; Compile an asset verification report; Maintain departmental asset register.

**ENQUIRIES** : Ms Nkhensani Muthobi ☎012 317 8470

**POST 23/83** : **ADMIN CLERK: LEASES**

**SALARY** : R76 194 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : A Minimum of Grade 12/Matric and at least one year administrative experience, Ability to work under pressure and willingness to travel, Valid Drivers licence: Code: EB PLUS the following key competencies: ☑ Knowledge of: PFMA; OHS; Document management; Facilities Management Prescripts; ☑ Skills: computer Literacy; Problem and analytical; ☑ Communication: verbal and writing; ☑ Creativity: Innovative thinking; Decision Making.

**DUTIES** : KRA's: keep register of lease and lease payments, Assist with the preparation for the relocation of head office and regional offices, Assist with needs analysis for office request ,Inspect office accommodation and update electronic floor plans, Issuing and reconcile of parking.

**ENQUIRIES** : Mr. T Legoale ☎012 317 8120