

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 : 03 July 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 24/35 : **ADMINISTRATIVE SECRETARY; ENERGY MINISTRY (CONTRACT POST LINKED TO THE MINISTER'S TERM OF OFFICE)**

SALARY : R344 052 per annum

CENTRE : Pretoria/ Cape Town

REQUIREMENTS : An appropriate three years tertiary qualification coupled with relevant experience. PLUS the following key competencies: ☐ Knowledge of: Ministry operations; Working knowledge of the political and parliamentary processes in South Africa; Broad knowledge and understanding of the functional areas covered by the executing authority's portfolio; Public service policy and prescripts; Mining, Minerals and Energy Sector. ☐ Skills: Good verbal and written communication skills; Computer literacy; Proven problem solving skills; Good interpersonal liaison skills; Good organisational skills. ☐ Creativity: Ability to work under stressful conditions; Ability to act with tact and discretion; Good Telephone etiquette.

DUTIES : Render a cabinet support service to the executing authority; Liaise with internal and external stakeholders with regard to matters relating to the portfolio of the executing authority; Manage the process regarding the flow of departmental submissions and correspondence; Manage the office (including personnel, administrative and budgetary issues); Act as alternative in the absence of the Parliamentary Officer

ENQUIRIES : Mr G Lucas ☎ (012) 679 9536

POST 24/36 : **ASSISTANT DIRECTOR: BID MANAGEMENT**

SALARY : R217 482 per annum

CENTRE : Head Office

REQUIREMENTS : A 3yr tertiary qualification in Commercial Field (procurement/finance/logistics) with relevant experience; PLUS the following key competencies: ☐ Knowledge of: PFMA; SCM/Treasury Regulations; PPPFA; BBBEEA; ☐ Skills: Computer Literacy; Planning and organizations skills; Supervisory skills; Ability to work under pressure; ☐ Communication: Good verbal and written communication; ☐ Creativity: Innovative and assertive; Self starter

DUTIES : KRA's: Manage the implementation, monitoring and continuous improvement of the new procurement processes and procedures; Manage a database of suppliers, supplier rotation and ensure proper record keeping and reporting thereof; Ensure proper capturing and maintenance of the BAC database and preparation of reports for Committee as well as Senior Management; Co-ordinate and consolidate all inputs for the Bid Adjudication Committee as well as the provision of proper support, administration and management of the adjudication process. Supervise and develop staff.

ENQUIRIES : Ms LN Mgengo ☎ (012) 317 8214

POST 24/37 : **ENERGY OFFICER (NUCLEAR SAFETY: NUCLEAR ENERGY ACT) 3-YEAR CONTRACT**

SALARY : R145 920 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : A three year tertiary qualification in the Natural Sciences coupled with relevant experience. PLUS the following key competencies: ☐ Knowledge of Knowledge of Nuclear Policy and legislation • Nuclear Sector in general • government

		processes • National Nuclear Regulator Act and related Regulations ☐ Skills computer skills. Excellent presentation skills. Information evaluation. Good interpersonal skills☐ Communication: excellent writing skills. excellent communication skills☐ Creativity creative thinking
<u>DUTIES</u>	:	KRA's:Review submissions on safety regulations from the NNR. Review and publish NNR cooperative agreements. Monitor the implementation of international obligations by the NNR
<u>ENQUIRIES</u>	:	Ms DB Kgomo ☎012 317 8475
<u>POST 24/38</u>	:	<u>ENERGY OFFICER: NUCLEAR TECHNOLOGY X2 (IAEA TRAINING) 3 YEARS CONTRACT</u>
<u>SALARY</u>	:	R145 920 per annum
<u>CENTRE</u>	:	Head office, Pretoria
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in the Natural Sciences or equivalent qualification coupled with relevant experience. PLUS the following key competencies:☐ Knowledge of: Knowledge of Nuclear Policy and legislation. government processes. Nuclear Sector in General☐ Skills: Computer skills • excellent presentation skills. Information evaluation. Good interpersonal skills ☐ Communication excellent writing skills. excellent communication skills☐ Creativity: creative thinking
<u>DUTIES</u>	:	Study technical and scientific contents for meetings. Notify applicable stakeholders of technical meetings and training. Receive, process and make recommendations for endorsements of applications
<u>ENQUIRIES</u>	:	Ms N Mpoza ☎012 679 9139
<u>POST 24/39</u>	:	<u>ADMINISTRATOR (2 CONTRACT POSTS)</u>
<u>SALARY</u>	:	R117 501 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A National Diploma in Human Resource Development/Public Administration or related field of study coupled with relevant experience. Knowledge of the PERSAL system will be an advantage. PLUS the following key competencies: ☐ Knowledge of: PERSAL; SDA; Computer specifically MS Excel, Access, Power Point; Public Service Regulations; Batho Pele Principles; ☐ Skills: Presentation and Report Writing; Organisational and Administration; Numeracy; Interpersonal and Communication; ☐ Communication: Verbal and Written; ☐ Creativity:
<u>DUTIES</u>	:	Administration of the Internship and Mentorship Processes; Creating and Updating Interns database; Filing Logistical Arrangements.
<u>ENQUIRIES</u>	:	Mrs. MBM Mokwena ☎ 012 317 8254
<u>POST 24/40</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCE DEVELOPMENT</u>
<u>SALARY</u>	:	R 94 326 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A ND : Human Resource Development OR B Degree (HRM); PLUS the following key competencies: ☐ Knowledge of: PERSAL; PFMA; Public Service Rules and Regulations; Knowledge and Application of Batho Pele; Administration in the Public Sector, Office Administration and Filing; ☐ Skills: Computer; Communication; Time Management; Numeracy; Problem Solving; Organisational; Interpersonal; Presentation; ☐ Communication: Ability to liaise with all levels within the Organisation; ☐ Creativity: Innovative.
<u>DUTIES</u>	:	Administration of the Bursary Scheme; Administration of Training and Development; Administration of Special Projects
<u>ENQUIRIES</u>	:	Mrs. MBM Mokwena ☎ 012 317 8254
<u>POST 24/41</u>	:	<u>SENIOR ADMINISTRATION CLERK: REQUISITIONS AND ORDERS</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	B Tech/National Diploma in Logistics/Purchasing/Finance or equivalent qualification coupled with extensive relevant experience in SCM-Logistics Management PLUS the following key competencies: ☐ Knowledge of: LOGIS PI; Supply Chain Management (SCM); Public Finance Management Act (PFMA); Preferential Procurement Policy Frameworks (PPFFA); Treasury Regulations (TR); ☐ Skills: Computer Literacy; Good Verbal and Written Communication; Ability to communicate at all levels; Financial skills; Report writing; ☐ Communication: Telephone etiquette; Liaising with end Users; Ability to

		negotiate; ☑ Creativity: Prioritising of tasks; Problem Solving; Record keeping; Ability to work under pressure
<u>DUTIES</u>	:	Receive requisitions from the user; Verify budget allocations & allocate correct item codes from SCOA; Advise users with regard to SCM framework, PPPA and Treasury prescripts; Capture procurement and stationery requisitions on LOGIS PI; Ensure that invoices are processed within the approved turnaround time; Approve requisitions on LOGIS PI; Capture payments on LOGIS PI; Maintain invoice and payment register and Ensure that invoices are processed within approved turnaround time; Attend to enquiries from clients (Internal and external clients)
<u>ENQUIRIES</u>	:	Brayne Matshotshi ☎ 012 317 8775
<u>POST 24/42</u>	:	<u>SENIOR ACCOUNTING CLERK: PAYROLL AND ALLOWANCES</u>
<u>SALARY</u>	:	R94 326 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Degree/National Diploma in Finance/ Accounting/Auditing or grade 12 certificates with Accounting and Mathematics as passed subjects with 3 years working experience in Salaries environment; PLUS the following key competencies: ☑ Knowledge of: Bas and Persal; PFMA, Treasury Regulations and other relevant Legislation; ☑ Skills: interpersonal skills, analytical skills and computer Literacy; ☑ Communication: Good verbal and written communication. ☑ Creativity: problem solving skills, innovative
<u>DUTIES</u>	:	Processing various salary transactions on PERSAL and BAS System; Processing out of service files (resignations/dismissals, transfers, retirement and Deceased); Opening, drawing, binding and Filing of files, documents/advices and Supplementary Permanent/temporary/month End reports; Recording and dispatching of pay sheets/IRP5's and documents to different pay points and outside institutions; Handle enquiries and keep clients informed
<u>ENQUIRIES</u>	:	Mrs Lebogang Mashaba ☎ 012- 317 8728
<u>POST 24/43</u>	:	<u>ADMINISTRATION CLERK: DISTRIBUTIONS</u>
<u>SALARY</u>	:	R76 194 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma in Logistics/Purchasing Management/Finance or equivalent qualification with appropriate relevant experience in SCM-Logistics Management PLUS the following key competencies: ☑ Knowledge of: LOGIS PI; Supply Chain Management (SCM); Public Finance Management Act (PFMA); Preferential Procurement Policy Frameworks (PPPFA); Treasury Regulations (TR); ☑ Skills: Computer Literacy; Good Verbal and Written Communication; Ability to communicate at all levels; Financial skills; Report writing; ☑ Communication: Telephone etiquette; Liaising with end Users; Ability to negotiate; ☑ Creativity: Prioritising of tasks; Problem Solving; Record keeping; Ability to work under pressure
<u>DUTIES</u>	:	Expedite invoices; Expedite inventory orders; Receive goods from suppliers; Distribute goods or items to use; Capture receipt vouchers on LOGIS; Receive invoices and prepare them for payment; Retrieve order from 0-9 file and match with invoices; Forward invoices to user and follow up for certification of receipt for goods or Maintain and update the invoice register; Ensure that invoices are processed within the approved turnaround time; Follow-up all invoices that are sent to users for payment authorisation; Receive and capture requisitions for stationery
<u>ENQUIRIES</u>	:	Brayne Matshotshi ☎ 012 317 8775
<u>POST 24/44</u>	:	<u>ADMINISTRATION CLERK: EXPEDITING</u>
<u>SALARY</u>	:	R64 410 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent qualification with appropriate relevant experience in SCM-Logistics Management; PLUS the following key competencies: ☑ Knowledge of : LOGIS PI; Supply Chain Management (SCM); Public Finance Management Act (PFMA); Preferential Procurement Policy Frameworks (PPPFA); Treasury Regulations (TR); ☑ Skills : Computer Literacy; Good Verbal and Written Communication; Ability to communicate at all levels; Financial skills; Report writing; ☑ Communication: Telephone etiquette; Liaising with end Users; Ability to negotiate; ☑ Creativity: Prioritising of tasks; Problem Solving; Record keeping; Ability to work under pressure
<u>DUTIES</u>	:	Expedite invoices and orders; Follow-up with users and suppliers for delivery or service rendered; Ensure that delivery is made within the approved turnaround time; Maintain expediting of orders register; Fax orders to suppliers and confirm

delivery date; Perform other administrative work; Advice both internal and external clients of ordering process; Attend to orders enquiry
Brayne Matshotshi ☎ 012 317 8775

ENQUIRIES

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POST 24/45

:

ADMINISTRATION CLERK: INVENTORY

SALARY

:

R64 410 per annum

CENTRE

:

Head Office

REQUIREMENTS

:

Senior Certificate or equivalent qualification with appropriate relevant experience in warehouse and/or dispatching; PLUS the following key competencies:
☑ Knowledge of: LOGIS PI; Supply Chain Management (SCM); Public Finance Management Act (PFMA); Treasury Regulations (TR); ☑ Skills: Computer Literacy; Good Verbal and Written Communication; Ability to communicate at all levels; Financial skills; Report writing; ☑ Communication: Telephone etiquette; Liaising with end Users; Ability to negotiate; ☑ Creativity: Prioritising of tasks; Problem Solving; Record keeping; Ability to work under pressure

DUTIES

:

Receive goods from distribution (Transito) into the departmental store; Retrieve goods from the departmental store; Dispatch goods; Ensure that bincards are updated accordingly; Ensure safekeeping of warehouse; Ensure that items are issued out of store within approved turnaround time; Maintain departmental store; Attend to enquiries

ENQUIRIES

:

Brayne Matshotshi ☎ 012 317 8775

POST 24/46

:

SENIOR REGISTRY CLERK

SALARY

:

R64 410 per annum

CENTRE

:

Welkom

REQUIREMENTS

:

A Senior or equivalent certificate and appropriate experience PLUS the following key competencies: ☑ Knowledge of: Knowledge and understanding of the functions of registry; Knowledge of alphabetical and numerical order to do filling and other registry functions; Software packages e.g. MS Word, MS Excel; ☑ Skills: Good organizing skills; Good interpersonal skills; Computer skills; ☑ Communication: Good communications skills (verbal and written); ☑ Creativity: Innovative and creative thinking Recommendation/Note: Capturing of applications on NMPS

DUTIES

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Open, close, maintenance and record files according to the archive instructions; Keep file index up to date; Pending files according to pending system; Taking care of the distribution of circulars and updating of distribution list thereof; Proper filing of records which includes the classification and correct placing of Documentation on files; Safe custody and protection of records; Control access to all records; Receipt, opening and sorting of post; Recording of moneys/valuable articles in appropriate registers; Dispatch of outgoing mail; Order Stamps & balance Stamp Register; Control and order Stationery & cleaning material; Responsible for stocktaking, inventories and assets register

ENQUIRIES

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C K Bopape ☎ (057) 391 1300