

DEPARTMENT OF MINERALS AND ENERGY

APPLICATIONS : The Director-General, Department of Minerals and Energy, Private Bag X59, Pretoria, 0001

FOR ATTENTION : Mr H Marakalala/ Ms E Lethole

CLOSING DATE : 10 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. Applicants who have not been contacted during this period may regard their applications as unsuccessful.

MANAGEMENT ECHELON

POST 25/38 : **PRINCIPAL INSPECTOR**

SALARY : R615 633 per annum (All inclusive package)

CENTRE : Free State Region

REQUIREMENTS : Applicant must be in possession of a Mine Manager's Certificate of Competency for Metalliferous Mines or/and Coal or a Government Certificate of Competency for Mechanical or/and Electrical coupled with extensive experience in mining PLUS the following key competencies: Knowledge: • knowledge of Mine Health and Safety Act (MHSA) • Extensive knowledge of both underground and surface mining • mining health and safety hazards and risks • labour relation and human resource management • understanding the DME's policies aimed at optimal utilization of mineral resources Skills: • High level managerial skill • Conflict resolution • Negotiation skills • Planning and organising • Budget control • problem solving Communication: • ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced Creative and innovative thinker.

DUTIES : Enforce the Mine Health and Safety Act, 1996 (Act No 29 of 1996) • Make inputs on Regional action plans to develop strategies required to monitor mines in respect of legal compliance • Give support and assistance on the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Monitor performance of Inspectors and support staff • Manage information system • Support and develop a transformation process with the regional office • Provide health and safety information to the Deputy Chief Inspector and other stakeholders

ENQUIRIES : Mr D Msiza ☎012 317 8169

POST 25/39 : **DIRECTOR: NUCLEAR POLICY AND TECHNOLOGY**

SALARY : R 615 633 per annum

CENTRE : Centurion

REQUIREMENTS : A post graduate in Natural Science/ Management Science plus extensive relevant experience in the Nuclear Industry and Nuclear Technology in particular. PLUS the following key competencies: Knowledge of Nuclear Energy in general and thorough knowledge of Nuclear Technology; Nuclear Policy and Legislation; Government Processes ;Departmental Procedures and Protocol. Skills Managerial and motivational skills, Decision making and negotiation skills, research skills; Interpersonal skills, computer skills, Project management; planning presentation & reporting skills; ability to organise and control meetings and workshops and ability to make decisions and prioritise. Communication Ability to communicate and negotiate clearly at different levels with stakeholders in public & private sector Creativity: Analytical and creative thinking the candidate must be willing to learn, able to work under pressure; willing to Work overtime if required; must be dedicated and self motivated.

DUTIES : Manage the activities of the directorate: Oversee the operations of nuclear power Reactor; coordination of nuclear stakeholders, nuclear energy economics and Related data/information; development, implementation and monitoring of Nuclear fuel cycle programmes; coordination of development, maintenance and Implementation of the national nuclear energy statutory framework; Coordination of nuclear energy and technology development programmes; Rendering a secretariat and logistical support service to the National Nuclear Energy Executive Committee. Provide strategic leadership and advice on all matters

related to nuclear power reactors, technology and related programmes. Provide advice on the implementation and interpretation of the National Nuclear Energy Statutory Framework. Manage the directorate (HR, Budget asset management, etc.)

ENQUIRIES : Ms D B Kgomo ☎ 012 6799134

OTHER POSTS

POST 25/40 : **DEPUTY DIRECTOR: NUCLEAR POLICY**

SALARY : R 407 745 per annum

CENTRE : Centurion

REQUIREMENTS : A postgraduate degree in Natural Science, Msc Degree Radiation Science or Nuclear Engineering coupled with minimum 3 years experience in Nuclear Energy Sector. PLUS the following key competencies: Knowledge of Nuclear Energy Sector in general and Nuclear Technology in particular; thorough Understanding of the effects of different legislation; Research, Collection of information and report writing; DME and other government in general on issues related to Nuclear Technology. Skills. Problem solving Skills, Supervisory skills. Report writing skills, Presentation. Research skills, computer literacy, Analytical skills. Communication: Good interpersonal skills, Good writing and verbal Communication skills, Ability to communicate clearly at all levels with stakeholders in public and private sector. Creativity Analytical and innovative thinking, creative mind with ability to picture different scenarios of the industry; receptive to Suggestions and ideas. The candidate must be able to work without supervision and work under pressure.

DUTIES : Oversee/draft and maintain the statutory framework for nuclear in alignment with Government strategic direction; Oversee/obtain and process stakeholder comments on the statutory framework. Oversee/administer the promulgation/enactment process. Oversee/monitor the implementation of the statutory framework. Provide advice on the implementation and interpretation of the statutory framework. Oversee/ provide secretariat support to the National Nuclear Energy Coordination Committee; oversee the collection and collation of nuclear economics data/information; Supervise staff.

ENQUIRIES : Ms Ditebogo Kgomo ☎(012) 679 9134

POST 25/41 : **ASSISTANT DIRECTOR: TRANSPORT AND FACILITIES MANAGEMENT**

SALARY : R 217 482 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : National Diploma: Transport Management or equivalent qualifications plus 3 years relevant experience and a valid unendorsed code B (08) driver licence. PLUS the following key competencies: Knowledge of Fleet Management, policies and prescripts • Facilities Management (Office accommodation). Facilities policies and prescripts • Public Financial Management Act Skills Excellent verbal / written communication skills • Presentation / Training skills • Problem solving skills. Advanced computer skills. Numeracy and Management skills Communication: Good verbal skills (Training and presentations). Good writing skills (Submissions, letters, minutes) Creativity Innovative thinking Provide solutions that are not prescribed. Recommendation: Need to travel country wide when required

DUTIES : Oversee the provision of sufficient and reliable vehicle transport & Facilities. Oversee compliance with administration and management processes. Assist with development and implementation of processes, prescripts, policies. Advice, train users on relevant departmental strategies, prescripts, policies. Serve as proxy for departmental vehicles, and compile management reports

ENQUIRIES : Ms M Masanabo ☎ 012-3178080

POST 25/42 : **SENIOR JOB ANALYST**

SALARY : R145 920 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : A National Diploma in Management Services/Public Administration/Human Resource Management/Public Management or appropriate B-degree OR a Certificate in Management Services coupled with extensive experience in Job Evaluation (Analysis) Candidates must have completed Job Evaluation Training (for Public Service) successfully and have the following key competencies: Knowledge of • Advanced knowledge of Job Evaluation and Equate. system (for the Public Service) • Knowledge & understanding of Work Study related matters • Understanding policies, regulations, prescripts &

legislation • Office Administration • Job descriptions • Form design & management
 Skills • Analytical skills • Basic research skills. Organising and planning skills • Well developed ability to listen and interpret, • Facilitation and presentation skills • Problem solving skills • Computer skills • Interpersonal relations
 Communication: • Good communication skills (verbal and written) • Creativity: Logical thinker, Creative and resourceful
 Recommendation: Valid driver's licence. Willingness to travel. Ability to work under pressure. Willingness to work overtime as and when required it will be expected from shortlisted candidates to do an exercise on Job Evaluation and writing skills as part of the interview process. Preference will be given to candidates who already completed the Job Evaluation training and who attached a certified copy of their Job Evaluation Certificate (for the Public Service), but employees who are in the process of obtaining the Job Evaluation Certificate will be considered for appointment on level 7

DUTIES

: Conduct job evaluation and facilitate workshops. Execute job evaluation administrative processes. • Render a Secretariat service to the Job Evaluation Panel and unit. • Advise on & assist with the compilation & review of job descriptions in the Department. • Advise internal & external customers on job evaluation and Job description matters. • Render assistance regarding: the review & update of the Job Evaluation & Job description Policy guidelines, compiling the Job Evaluation Action Plan, the design/redesign of forms, and organisation & post structure investigations. Maintain records. Participate in Projects

ENQUIRIES

: Ms K Truter ☎(012) 317-8145