

DEPARTMENT OF ENERGY

APPLICATIONS FOR ATTENTION : The Director-General, Department of Energy, Private Bag X59, Pretoria, 0001
CLOSING DATE : Ms E Lethole / Mr H Marakalala
NOTE : 12 February 2010
 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.

OTHER POSTS

POST 04/06 : **ENERGY INSPECTOR**

SALARY : R240 318 per annum, Level 10
CENTRE : Northern Cape
REQUIREMENTS : Bachelor's degree/ B-tech in a Natural Science, Bcom or Energy Studies with at least 3years related experience PLUS the following key competencies:
 ☐ Knowledge of : • Petroleum Products Act. 1977 as amended • South African Petroleum Products Standards • South African Petroleum Industry / Energy Industry ☐ Skills: • Results driven/Self-starter • Ability to follow through • Negotiation/ assertiveness • Problem solving • Attention to detail • Computer literacy • Organising, planning and interpersonal
 ☐ Communication: • Good communication (verbal and written) • Presentation • Report writing ☐ Creativity: • Analytical and innovative thinker • Critical thinking skills • High Initiative ☐ Attributes: • Enquiring mind • Independence • Self-motivated • Willingness to learn. Recommendation/Note: Applicants must possess a valid driver's license as the job requires working outside the office.

DUTIES : Oversee the work of contractors executing sampling tests • Analyse the result of tests and inspections to monitor compliance with fuel Specifications (identify trends and specific focus areas) • Execute on-site inspections to monitor compliance with licensing conditions, Legislation, regulations and good practice • Investigate complaints and institute corrective measures • Report on non-compliance and complaints • Promote awareness of petroleum and gas legislation and regulations

ENQUIRIES : Mr V Sibiya ☎ 012 317 8198

POST 04/07 : **SENIOR SECRETARY**

SALARY : R105 645 per annum, Level 06
CENTRE : Pretoria
REQUIREMENTS : Grade 12 plus 3 years experience or equivalent qualification in Public Admin/office Admin/secretarial PLUS the following key competencies:
 ☐ Knowledge of: • the department, functioning of the department. Minute writing, diary management, document tracking and administrative practice. ☐ Skills: Good organisational skills, • Good Telephone Etiquette, High level of reliability, • Ability to act with tact discretion. Good Interpersonal Skills • Verbal and writing skills, Computer skills ☐ Communication: • Ability to communicate well with people at different • Levels and from different Background. Ability to maintain high level of confidentiality ☐ Creativity : • Problem solving, innovative and creative thinking. Abilities, ability to work under pressure, ability to Priorities, ability to do research and analyse documents

DUTIES : Provide Secretarial Support to the Deputy Director –General: receiving. Telephone calls and refer calls to the relevant manager, manage the DDG's diary, type documents for the DDG and other managers within the branch operate office equipment like fax machines and photocopiers; • Render administrative support services to the DDG: make travel arrangements for the DDG, arrange meetings and events for the DDG and managers in the Branch, process travel and subsistence claims, process all invoices that emanate from the activities in the DDG's office, record basic minutes of the meetings of the

DDG where required, draft routine correspondence and reports, filing of documents for the DDG; • Keep up to date with regard to the applicable prescripts, policies and Procedures to ensure efficient and effective support to the DDG's office: Administer matters like leave register and telephone accounts, receive records and distribute all incoming and outgoing documents, handle procurement of Standard items like stationary, refreshments e.t.c, collects all relevant documents. To enable the DDG to prepare for meetings, study relevant prescripts, policies and documents to ensure application thereof is understood properly, remain abreast with the procedures and processes that apply in the office of the DDG.

ENQUIRIES : Ms Yolisa Mapekula ☎ 012 444 4063

POST 04/08 : **SENIOR ADMINISTRATION CLERK**

SALARY : R87 978 per annum, Level 5

CENTRE : Head Office

REQUIREMENTS : Grade 12 and 1-2 years experience PLUS the following key competencies:
☑ Knowledge of: • Administrative procedures and policy • Knowledge of the Petroleum Industry ☑ Skills • Computer literacy • Interpersonal skills • Ability to interpret and apply legislation ☑ Creativity : • Analytical thinking ability • Information evaluation ☑ Personal Attributes: • Accuracy • Integrity (Honesty and Reliability) • Attention to detail • Well organized

DUTIES : Keep track of all incoming and outgoing documents and do filing • Maintain the Head Office database of all files from and to Regions. • Conduct Regional visits to assist with backlogs as and when required. • Check completeness and adherence to timeframes of application files received from regional offices.

ENQUIRIES : Mr. Avishkar Nandkishore Tel. (012) 444 4155