

## DEPARTMENT OF ENERGY

<b><u>APPLICATIONS</u></b>	:	The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
<b><u>FOR ATTENTION</u></b>	:	Mr. D Mbhokota/ Mr. T Kekana and Mr. P Ndlovu
<b><u>CLOSING DATE</u></b>	:	10 August 2018
<b><u>NOTE</u></b>	:	Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non-SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. N.B email or fax applications will not be accepted.

## OTHER POST

<b><u>POST 30/05</u></b>	:	<b><u>PETROLEUM LICENSING OFFICER</u></b>
<b><u>SALARY</u></b>	:	R299 709 per annum Level 08
<b><u>CENTRE</u></b>	:	Northern Cape Region: Kimberley
<b><u>REQUIREMENTS</u></b>	:	A National Diploma/Degree in Commercial, Economics or Energy Studies with minimum of 1 year administration experience. PLUS the following key competencies: Knowledge of and interest in the South African Energy and Petroleum Industries. Petroleum Products Act, 1977 (Act 120 of 1977), as Amended and Regulations thereto, Working knowledge of regulatory and administrative systems, Experience in data manipulation and analysis as well as report writing, Working knowledge of petroleum and liquid fuels charter and a strategic understanding of the implementation potential and /or constraints thereof, Thinking Demand: Evaluation and verification of license applications. Skills: Prior experience in the technical project management, Procurement and supplier development is crucial, Analytical skills: Convey PPA knowledge to clients and directing clients on what supporting evidence is required, Organizing, Planning and Interpersonal skills, Good Communication skills: Written and Verbal, Ability to communicate clearly with Stakeholders in the Public and Private Sectors. Personal Attributes: Analytical, Innovative Thinker and Problem-Solving Ability.
<b><u>DUTIES</u></b>	:	Receive and keep record of Petroleum Products Applications, prescriptions of PPA and related Regulations, Capture and update licensing applications and data on the licensing information system and keep record thereof in the Regional Registry, Collect Petroleum Licensing Revenue, Liaise with relevant stakeholders. Issue petroleum licenses (site, retail, wholesale and manufacturing). Collect, verify and capture Annual Licensing information and print receipts.
<b><u>ENQUIRIES</u></b>	:	Ms S Mohapi Tel No: (053) 836 4001