DEPARTMENT OF ENERGY

APPLICATIONS:  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)

FOR ATTENTION:  Mr. D Mbokota/ Mr. T Kekana

CLOSING DATE:  15 February 2019

NOTE:  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 POSTS

POST 04/08:  DEPUTY DIRECTOR: NUCLEAR LIABILITIES MANAGEMENT

SALARY:  R826 053 per annum (Level 12) (inclusive package)

CENTRE:  Head Office

REQUIREMENTS:  A BSc Hons Degree in Nuclear Sciences/Natural Science (major in physical sciences and Chemistry) with minimum 3 years experience at junior management level in the nuclear sector, specifically Nuclear liability management PLUS the following key competencies: Knowledge of Nuclear policies and legislation, Government processes, Knowledge of programme and project management techniques, Knowledge of a management framework, including the development of relevant performance indicators, Knowledge of the results based management Comprehensive and up-to-date knowledge in nuclear liabilities infrastructure elements and their role (functions, responsibilities, linkages, etc.). Knowledge of procurement and budgeting/financial concepts and principles, Expertise in Nuclear Liabilities Management Thinking Demand: Be able to draft and interpret highly technical directives/policies and strategy documents, Sound judgment in applying professional expertise to identify problems and contribute to their solution, Strong ability to analyze information, including the ability to understand complex problems and draw appropriate conclusions, Possesses and applies knowledge of the Nuclear Liabilities Management programme, strategies, and approaches, and keeps abreast of new developments in the area of profession. Commitment to the DoE's strategy and the ability to apply organizational policies and procedures consistently, Ability to focus on results in programme/project planning, monitoring and implementation, to integrate new approaches and innovations, and to ensure the effective and efficient use of regular and extra-budgetary funds, Skills: Communication skills (verbal and written), Management and organizational skills, Computer skills, Creativity and innovation, Interpersonal skills, Analytical skills, Organizing and Co-ordination, Facilitation and Implementation, Well-developed interpersonal relationships at all levels, Problem solving and
analysis, Strategic capability, Policy development and implementation, Personal Attributes: Able to work under pressure, Dedication and self-motivation, Must be able to make decisions and prioritize, Abilities to build collaborative partnerships with other relevant stakeholders in the same area, Familiarity with and understanding of the specific needs and conditions of relevant stakeholders and proven ability in matters relating to strengthening human capacity development, Ability to lead a team, providing clear direction, motivating staff, managing their performance appropriately and fairly, and dealing with possible conflicts, Recommendation: A valid code EB driver’s license.

**DUTIES**
Ensure the monitoring and evaluation of the decommissioning projects in order to comply with the relevant policies and strategies d. Radio Waste Annual Plan of Action submitted by Nuclear Operators for approval by DoE Minister, Ensure the decommissioning of programme is in line with an appropriate nuclear liability management framework, Administer International obligations pertaining to South Africa acceding to an International Nuclear Liability Convention, and being a Member State to the Joint Convention, Ensure that the South Africa ratifies the Nuclear Liability Convention, and that impacted stakeholders (i.e. the nuclear operators and the regulator) comply with the agreed obligation, Contribute to drafting/maintaining the national policy and related strategies for nuclear liabilities management, Conduct studies in order to manage the nuclear liabilities management, Identify areas of research and assess results thereof on nuclear liabilities for possible implementation in South Africa, Manage the Sub-directorate.

**ENQUIRIES**
Mr Thabiso Pie 012 406 7504

**POST 04/09**
**EMPLOYMENT RELATIONS PRACTITIONER**

**SALARY**
R299 709 per annum (Level 08)

**CENTRE**
Pretoria

**REQUIREMENTS**

**DUTIES**
Investigate & Handle Misconduct & Grievance Cases, Represent the Department in conciliation and arbitration cases, Coordinate & Provide Secretariat Support to the Task Team, Compile & Maintain an Accurate Database and Statistics for reported cases, Provide Support & Expert Advice to Managers Regarding the Management of Discipline and Resolution of Grievances, Conduct Workshops and Presentations to managers and employees on Labour Relations Related Matters, Advise on the Correct Interpretation & Implementation of the Departmental Policies and PSCBC Resolutions in Labour Relations, Facilitate the DBC employer caucus.

**ENQUIRIES**
Mr ME Lamola Tel No: (012) 406 7485

**POST 04/10**
**ADMINISTRATIVE OFFICER (INVENTORY AND DISTRIBUTION)**

**SALARY**
R242 475 per annum (Level 07)

**CENTRE**
Head Office

**REQUIREMENTS**
National Diploma or Degree in Business Management/ Public Management/Administration/ Public Procurement Management/Supply Chain Management/Logistics Management and Minimum of one (1) year experience as an Administration Clerk in Supply Chain Management PLUS the following key

DUTIES

Oversee the receipt and issue of stores, Monitor and report on the inventory level and replenishment of stores, Follow up of discrepancies in stock levels, deliveries, etc, Approve/authorise procurement advices, Execute and oversee periodic warehousing and inventory functions (stock taking disposals etc.)Follow up on orders and other stores logistics issues, Supervise and develop staff.

ENQUIRIES

Mr David Rakgalakane Tel No: (012) 406 7694