ANNEXURE D

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 Mbhokota/ Mr. T Kekana

CLOSING DATE : 05 April 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. NB email or fax applications will not be accepted.

OTHER POST

POST 11/08 : TECHNICAL WRITER

SALARY : R444 693 per annum (Level 10)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A National Diploma or Degree in Economics and minimum of 3 years technical/scientific experience dealing with technical writing in the economics field PLUS the following key competencies: Knowledge of energy sector; Energy policies and legislation; Energy economics; Data analysis and decision making; Research tools and techniques; Technical writing; Energy information sources (Journals & publications). Skills: Report writing and presentation skills; Interpersonal skills; Data analysis and desktop publishing using computer software; Time management and work planning; Statistical analysis and interpretation; Economic analysis and interpretation. Communication: Ability to interact with stakeholders within and outside the Energy Sector. Creativity: Technical mind-set relating to economics and data analysis; Ability to source or identify sources of credible data/information from local and international sources.

DUTIES : Collect economic information related to the energy sector for reporting. Apply statistical techniques and methods in the processing and analysis of data to ensure that data meets credible values. Recapitulate research conducted about the energy sector, availability of energy sources, energy prices, energy technologies and their costs as part of contributions to reporting. Compile energy data and information and write analysis for various reports. Interpret model data and output into meaningful and value added information to be added to reports. Evaluate past present economic issues and trends. Interact with internal and external stakeholders on matters related to energy data collection. Recommendation: The Job will require local and international travel and Shortlisted candidates may be required to undertake a practical/written competency test as part of the interview process.

ENQUIRIES : Mr R Nembahe Tel No: 012 406 7540