

DEPARTMENT OF MINERAL RESOURCES

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Ms T Sibutha/Ms N Maseko. Please forward your application, quoting reference, to vacancies@dmre.gov.za. Reference number must be included as the email subject. Hand delivered applications will not be accepted due to the Risk posed by COVID 19 as well as adherence to Lockdown Regulations.
- CLOSING DATE** : 04 September 2020
- NOTE** : Applications must be submitted on form Z.83, obtainable from online from any government department's Website www.gov.za as well as any Government Department. All sections of the Z83 must be completed (In full, accurately, legibly, signed and dated) and a comprehensive CV and three reference persons with the following information: name and contact numbers and indication of the capacity in which the reference is known to the candidate. Failure to submit the form Z83 and comprehensive CV will result in the application being disqualified. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. In case of SMS Posts, shortlisted candidates will be subjected to a Technical exercise and Competency Assessments. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. Applicants who do not comply with the above-mentioned requirements, as well as application received after the closing date will not be considered. If an applicant wishes to withdraw an application, He/ She must do so in writing. The Department reserves the right not to fill an advertised post at any stage of the recruitment process.

OTHER POSTS

- POST 20/17** : **CHIEF MINERAL ECONOMIST REF NO: DMRE/2020/0005**
- SALARY** : R869 007 per annum (Level 12) (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An Appropriate Honours Degree in Economics coupled with at least 5 years' experience working as an economist on both micro and macro-economic matters the following competencies; Knowledge Of: Understanding of macro and micro economics; Analytical abilities on mining and energy sectors; Understanding of South Africa's economic policy direction, transformation and developmental agenda. Skills: Analyse international economic trends, Leadership skills; Ability to work independently, as well as in a team; Decision making capabilities; Organisational and administration skills; Strong problem solving; Presentation skills; Well-developed interpersonal skills; Computer Literacy; Research skills. Ability to use forecasting software. Communication: Well-developed communication, ability to communicate with internal and external stakeholders; Sound written and verbal communication, Sound report writing and formulation skills. Creativity: Logical, innovative and creative thinking. Recommendation/Note: A master's degree will be an added advantage.
- DUTIES** : Conduct research, collect and analyse data, monitor economic trends and develop forecasts on a wide variety of issues, including energy costs, inflation, commodity prices, exchange rates, business cycles, taxes and royalties and employment levels.
- ENQUIRIES** : Ms N Ngcwabe Tel No: (012) 444 3004/ 3601

POST 20/18 : **INSPECTORS OF MINES: MINE HEALTH AND SAFETY REF NO: DMRE/2020/0009 (X2 POSTS)**

SALARY : R733 257 per annum (Level 11) (All-inclusive package)
CENTRE : North-West Regional Office, Klerksdorp
REQUIREMENTS : An appropriate Mine Manager's Certificate of Competency (Metalliferous and/or Coal) coupled with relevant experience, PLUS the following competencies: Knowledge Of: Mine Health and Safety Act; Extensive knowledge and experience of both underground and surface mining; Understanding of the Department's policies aimed at optimal utilisation of mineral resources; Basic knowledge of labour relations and human resources management. Skills: High level management; Risk assessment techniques; Conflict resolution, Negotiation; Planning and organising; Computer literacy. Thinking Demands: innovative and creative thinking abilities; Others: Ability to work under pressure.

DUTIES : The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996); Conduct inspections and audits, conduct inquiries and investigations into accidents and incidents; Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines; Give support and assistance in 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; Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry; Manage information systems; Support and develop a transformation process within the regional office. Recommendation/Note: The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid driver's licence.

ENQUIRIES : Mr J Melembe Tel No: (018) 487 4316

POST 20/19 : **ADMINISTRATION CLERK REF NO: DMRE/2020/0010**

SALARY : R173 703 (Level 05) per annum
CENTRE : North-West Regional Office, Klerksdorp
REQUIREMENTS : A matric certificate coupled with working experience Plus the following competencies: Knowledge Of: Knowledge of data capturing processes; Public Service Prescripts. Skills: Computer literacy (MS Office package); Ability to use spreadsheet and data capturing packages; Ability to meet deadlines; Strong interpersonal and problem-solving skills. Thinking Demands: Innovative and creative thinking abilities. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.

DUTIES : Data capturing of all occupational hygiene returns received from mines; Keep record of all received occupational hygiene returns; Filing of occupational hygiene reports; Liaise and verify with Inspectors on expected and outstanding occupational hygiene reports; Provide assistance in generating monthly and quarterly occupational reports when required; Provide of administrative support service to the manager/unit. Recommendation/Note: Woman, Coloureds, Indians as well as people with disabilities are encouraged to apply.

ENQUIRIES : Mr J Melembe Tel No: (018) 487 4316