

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

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** : Please read carefully and follow instructions as stated below: Applications must be forwarded to vacancies@dmre.gov.za. Applicants are directed to only quote the reference number of the post they are applying for, on the subject section of the email, e.g. "DMRE/2020/0001" or Ref No: DMRE/2020/0001. Failure to follow the direction above may result in the application being incorrectly administered. Applicants are also advised to scan and compress their applications into one pdf document or similar un-editable format not bigger than 5 megabytes containing a signed Z.83 form and a comprehensive Curriculum Vitae only. Copies of the qualifications will only be requested by the Department from shortlisted candidates. General enquiries may be brought to the attention of Ms T Sibutha Tel No: (012) 444 3319 / Mr P Ndlovu Tel No: (012) 406 7506/ Mr Donald Mbhokota Tel No: (012) 406 7426
- CLOSING DATE** : 14 December 2020
- NOTE** : A Z.83 form is can be obtained online from Departmental Website (www.dmr.gov.za) or www.gov.za as well as other Government Departments. 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, which will only be required if shortlisted. In case of SMS Posts, shortlisted candidates will be subjected to a Technical exercise and Competency Assessments. Note that correspondence will only be limited to the short-listed candidates. If an invitation 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. For SMS posts in the Public Service, no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>

MANAGEMENT ECHELON

- POST 27/43** : **DIRECTOR: CRIMINAL ENFORCEMENT REF NO: DMRE/2020/0011**
- SALARY** : R1 057 326.per annum (Level 13) (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate legal qualification at NQF level 7 (Bachelor of Laws, while an admission as a Legal Practitioner (Attorney or Advocate will be an added advantage) / B. Sc Environmental Studies/ Hydrology with Environmental Laws. Criminal Investigation and Law and/ or Policing at NQF Level 7 as well as a certificate of entry into senior Management Service, (a Post graduate Qualification will be a further added advantage). This must be accompanied by a minimum of 5 years' experience at middle management level in Criminal investigation and prosecutions Knowledge Of: Investigation best practice. Knowledge of: environmental policies, legislation, international instrument, civil

procedures, criminal procedures, constitutional law and administrative law. Knowledge of criminal justice system. Knowledge of integration of law and science. Knowledge of all relevant environmental legislation, (i.e. National Environmental Management Act, NEM Biodiversity Act, NEM Waste Act, NEM Air Quality Act). Knowledge of the Mineral & Petroleum Resources Development Act. Skills: Computer Literacy, Problem Solving, Negotiation Skills, To apply DMRE policies, Investigation and evidence gathering skills, Analytical Thinking, Information management. Problem solving, Strategic thinking. Ability to work under pressure.

DUTIES : Manage criminal investigations into alleged environmental violations. Manage the preparation of legally effective criminal court documents. Analyse complex criminal matters and provide advice guided by relevant legislation. Communicate with complainants, transgressors as well as various stakeholders to assist with law enforcement (SAPS, NPA etc.) and provide advice. Manage the function of an Environmental Resource Inspector by investigating compliance and preparing the case for information for prosecution. Manage the establishment and maintenance of appropriate internal controls and reporting systems. Manage the Directorate, train and supervise staff on conducting investigations and taking statements. Prepare information and data required for criminal investigation and prosecution. To manage and to ensure effective investigation of environmental crimes and initiate criminal prosecutions or administrative fines.

ENQUIRIES : Ms N Khanyile Tel No: (012) 444 3776
NOTE : Recommendation: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

POST 27/44

DIRECTOR: RADIATION SECURITY REF NO: DMRE/2020/0012

SALARY
CENTRE
REQUIREMENTS

R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)
 Head Office, Pretoria
 A/an appropriate Degree in Natural Science/Engineering at NQF level 7 as well as a certificate of entry into senior Management Service. Minimum 5 years' experience at middle/senior managerial level in the energy sector, Plus the following competencies Knowledge of: Thorough Knowledge of Security Management and Analysis of Intelligence information, Nuclear Policy and legislation, Nuclear Energy in General and Nuclear non-proliferation in particular, Government processes, Departmental procedures and protocol. Skills: Computer literacy, Communication skills at Junior management level, Should be able to manage research projects and project leaders, Should be able to organise and control meetings, workshops etc, Good writing skills are required, Must be able to perform administrative tasks, Interpersonal skills, Thinking Demand: Logical. Creative/ Innovative thinker. Objective. Accurate. Diplomatic.

DUTIES : Provide Strategic Direction on nuclear radiation security. Approve nuclear and radiation security plans (physical and information security) with respect to nuclear facilities and the possession of nuclear and other controlled radioactive material/substances, equipment, and related technologies. Provide strategic leadership on nuclear and radiation security. Provide advice on the implementation and interpretation of international conventions/agreements, the legislative framework. National Security Emergency Response Plans, etc. with regard to nuclear and radiation security. Manage the Directorate.

ENQUIRIES : Mr Z Mbambo Tel No: (012) 406 7665
NOTE : Recommendation: no appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

POST 27/45

NUCLEAR POWER REACTOR SPECIALIST REF NO: DMRE/2020/0013

SALARY
CENTRE

R1 057 326 per annum (Level 13) (An all-inclusive remuneration package)
 Head Office, Pretoria

REQUIREMENTS

A/an appropriate Master's degree of Engineering specializing in Nuclear Power as well as a certificate of entry into senior Management Service. 10+ years' experience in nuclear industry and nuclear technology in particular which 5 years' experience must be at middle/senior managerial level, Plus the following competencies Knowledge of: Thorough knowledge of Nuclear Technology; Nuclear Policy and Legislation; Nuclear Energy in General and Nuclear technology in particular; Government processes; Departmental procedures and protocol. Skills: Computer literacy, Communication skills at Junior management level, Should be able to manage research projects, Should be able to organise and control meetings, workshops etc, Good writing skills are required, Must be able to perform administrative tasks, Interpersonal skills, Thinking Demand: Analytical thinking; Information evaluation.

DUTIES

: Represent the Department, advise, liaise and report on all matters related to planning and scoping of the building of new nuclear plants programme; Management and execution of the building of new nuclear plants programme; Support structure required for the building of new nuclear plants programme; Public inputs and environmental impact assessments. Advice and assist management with strategic issues pertaining to the building of new nuclear plants programme. Mentor DMRE officials on matters pertaining to the building of new nuclear Plants.

ENQUIRIES
NOTE

: Ms K Maphoto Tel No: (012) 406 7498
: Recommendation: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

POST 27/46

: **DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE**
MANAGEMENT REF NO: DMRE/2020/0014

SALARY
CENTRE
REQUIREMENTS

: R1 057 326 per annum (Level 13) (An all-inclusive remuneration package
: Head Office, Pretoria
: A/an appropriate Degree Management Services/Operations Management/
Industrial Psychology at NQF level 7 Plus a Certificate in Job Evaluation
Analysis as well as a certificate of entry into senior Management Service.
Minimum 5 years' experience at middle/senior managerial level in an
Organisational Development environment, Plus the following competencies
Knowledge of: In-depth knowledge of Organisational Development.
Understanding of systems and systems thinking. Sound knowledge of OD and
understanding of emerging OD & HR Trends. Understanding of organisational
dynamics, transformation and change climate and culture. Proper change
management principles. Operations Management Framework. Service delivery
model. Diversity Management. Knowledge of job Profiling and Evaluation,
Business Processes, Form Design and Office Layout. DMRE policies,
functions, projects etc. Strategy and Policy Development. Strategic Planning.
Financial Management. Project Management. Government policies. Project/
programs in DMRE. Skills: Communication skills (verbal and written).
Management and organisational skills. Computer skills. Creativity and
Innovation. Good Interpersonal skills. Analytical skills. Numerical.
Organisational and Coordination. Facilitation and Implementation. Well-
developed interpersonal relationships at all levels. Financial management.
Negotiation and consultation skills. Problem solving and analysis. Strategic
capability and Leadership. Thinking Demand: Logical. Creative/ Innovative
thinker. Objective. Accurate. Diplomatic.

DUTIES

: Co-ordinate the development, implementation and maintenance of OD
strategies, policies and systems. Manage the Change Management support
function. Oversee the Organisational Design, Business Process Management,
Job evaluation and Form Design. Manage the Directorate.

ENQUIRIES
NOTE

: Ms N Rapoo Tel No: (012) 444 3362
: Recommendation: No appointment shall be effected without the recommended
candidate producing a Certificate of completion for the SMS Pre-Entry
Programme (Nyukela) offered by the National School of government which can
be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo
a compulsory competency assessments and technical assessment. The
Candidate will have to disclose her/ his financial Interests.

OTHER POSTS

POST 27/47 : **DEPUTY DIRECTOR: NUCLEAR TECHNOLOGY REF NO: DMRE/2020/0015**

SALARY CENTRE REQUIREMENTS

R869 007 per annum (Level 12) (All-inclusive package)
Head Office, Pretoria

An Appropriate Degree in Natural Sciences or Engineering as well as a Minimum of 3 years' junior management experience in the Nuclear sector, PLUS the following competencies: Knowledge of: Knowledge of various nuclear technology stakeholders as well as their roles and responsibilities; A thorough understanding of different pieces of legislation governing nuclear technology and the effects thereof Skills: Problem solving skills; Computer Literacy; Report writing and formulation skills; Presentation Skills; Basic Research Skills; Communication Skills; Analytical Skills. Thinking Demands: An analytical, creative mind with the ability to picture different scenarios of the industry; innovative thinker; Receptive to suggestions and ideas.

DUTIES

: Conduct research and analysis related to nuclear technology development, power reactors and fuel cycle; Ensure monitoring and reporting on the implementation progress of nuclear technology development, power reactors and fuel cycle strategies, projects and review of plans thereof; Oversee/Analyse, review and make recommendations on nuclear technology development applications; Contribute to drafting/maintaining the national policy and related strategies as well as the International Atomic Nuclear Agency (IAEA) Strategy documents for nuclear technology; Liaise with relevant stakeholders on matters pertaining to nuclear technology development; Ensure provision of secretariat services to various nuclear technology development, power reactors and fuel cycle committees; Provide managerial activities.

ENQUIRIES

: Ms B Makgopa Tel No: (012) 406 7490

POST 27/48 : **DEPUTY DIRECTOR: NUCLEAR SAFETY, LIABILITIES AND EMERGENCY MANAGEMENT REF NO: DMRE/2020/0016**

SALARY CENTRE REQUIREMENTS

: R869 007 per annum (Level 12) (All-inclusive package)
: Head Office, Pretoria

: An Appropriate Bachelor of Science Honours. Degree in nuclear science (a Master of Science Degree will be an added advantage) as well as a minimum of 3 years' technical experience in the Nuclear sector, PLUS the following competencies; Knowledge of: Nuclear policy and legislation; Government processes; Knowledge of programme and project management techniques; Knowledge of a management framework; Knowledge in nuclear safety, liabilities and emergency infrastructure elements and their role (functions, responsibilities, linkages, etc.); Knowledge of procurement and budgeting/financial concepts and principles. Skills: Problem solving skills; Computer Literacy; Report writing and formulation skills; Presentation Skills; Basic Research Skills; Communication Skills; Analytical Skills.

DUTIES

: Define/Implement the Nuclear Emergency projects to ensure adequate emergency preparedness and response. Ensure that the emergency management programme is in line with the established nuclear emergency management framework. Participate in drafting/maintaining the National Nuclear Disaster Management Plan, legislation, and related strategies for nuclear emergency management. Participate in the establishment/improvement of the national infrastructure for nuclear safety and emergency management in accordance with South Africa's needs. Ensure/Conduct research on international recommendations and guidance on nuclear safety, liabilities, and emergency management with a view to addressing South Africa's specific needs. Ensure that Nuclear safety, liabilities, and Practices are applied in accordance with the policy and legislation. Contribute to drafting/maintaining the national policy and related strategies for nuclear safety, liabilities, and Emergency. Provide managerial activities.

ENQUIRIES

: Mr T Pie Tel No: (012) 406 7504

POST 27/49 : **DEPUTY DIRECTOR: NUCLEAR NON-PROLIFERATION AUTHORISATIONS AND OBLIGATIONS REF NO: DMRE/2020/0017**

SALARY CENTRE

: R869 007 per annum (Level 12) (All-inclusive package)
: Head Office, Pretoria

- REQUIREMENTS** : An Appropriate Degree in Natural Science/Engineering at NQF Level 7 as well as A minimum of 3 years' experience in junior managerial and technical in nuclear industry. Experience in nuclear non-proliferation and Postgraduate degree in Nuclear/Radiation) will be an added advantage, PLUS the following competencies; Knowledge of: Nuclear policy and legislation; Nuclear Energy and Nuclear non-proliferation, Governmental and Departmental procedures and protocol. Skills: Computer literacy; Communication skills; Project Management skills; Planning skills; Report writing skills; Operations management skills; Decision making; Presentation skills.
- DUTIES** : Ensure the development and implementation of Nuclear Non-Proliferation obligations in terms of border control of nuclear material, equipment and related technologies; Maintenance of procedures and guidelines on the authorizations and patents processes; Oversee the The maintenance of a database & records of key role-players related to the acquisition, usage, processing, manufacturing, storage, transportation ,importation, exportation and/disposal of nuclear material, equipment and related technologies; Analyses, review and recommend applications for the acquisition, usage, processing, manufacturing, storage, transportation, importation, exportation and /disposal of nuclear material, related material & equipment and related technologies Administration of patent applications related to nuclear materials, equipment and related technologies; Ensure the monitoring and reporting on trends/developments/agreements on Nuclear Non-proliferation; Ensure the compilation of South Africa's profile on Nuclear Non- Proliferation related matters; Liaise with different stakeholders; Manage the Sub-directorate.
- ENQUIRIES** : Ms E Monale Tel No: (012) 406 7499
- POST 27/50** : **CHIEF MINERAL ECONOMIST REF NO: DMRE/2020/0018**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An Appropriate Honours Degree in Economics (A master's degree will be an added advantage) coupled with at least 5 years' experience working as an economist on both micro and macro-economic matters, PLUS 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, well-developed communication, ability to communicate with internal and external stakeholders; Sound written and verbal communication, Sound report writing and formulation skills, Logical, innovative and creative thinking.
- 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
NOTE : Recommendation/: Applicants notified that this is a re-advertisement. Previous applications will not be considered, therefore interested applicants should re-apply.
- POST 27/51** : **OCCUPATIONAL HYGIENE TECHNICAL ADVISOR REF NO: DMRE/2020/0019**
- SALARY** : R733 257 per annum (Level 11) (All-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An Appropriate NQF Level 7 Qualification in Occupational Hygiene/Environmental Health and Certificate in Mine Environmental Control as well as 5 years practical experience within the mining industry in the occupational hygiene and mine environmental control environment; five (5) years' experience in technical development of occupational hygiene guidelines and guidance notes; including inspection/auditing of the mine environmental condition. Experience in developing internal processes (audit tools, manual) PLUS the following competencies; Knowledge of: Mine Health and Safety Act; Occupational hygiene; Mine Environmental Control; Risk Assessment and

- strategy development and execution. Skills: Strong communication; Analytical and report writing skills; Investigation, inquiries, inspection and auditing; Stakeholder management; Planning and execution of task; planning, organising and execution of task; and Computer literacy. Thinking Demands: Good memory; Analytical, Decisive; Innovative; Interpretation.
- DUTIES** : Participate and render technical support on investigations and inquiries conducted in terms of the Mine Health and Safety Act (MHSA) where a high level of technical expertise is required. Analyse and monitor occupational health related incidents and trends, conduct research and liaise with the Mine Health and Safety Inspectorate (MHSI), national and international counterparts. Provide internal processes for all regions in order to assist with uniformity and consistency in the enforcement of the provisions of the MHSA. Identify training needs, provide advice to Support Services Unit as well as provide mentorship and knowledge transfer to the MHSI. Identify research needs, legislation and policy requirements and provide technical inputs to the MHSC Policy Unit. Participate in tripartite structures and technical task groups for the development of national standards specifications. Provide inputs for the monthly, quarterly, and annual reports of the Chief Directorate Occupational Health.
- ENQUIRIES** : Ms CT Kekana Tel No: (012) 444 3646
- POST 27/52** : **INSPECTORS OF MINES: MINE HEALTH AND SAFETY REF NO: DMRE/2020/0020 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (All-inclusive package)
North-West Regional Office, Rustenburg
- : An appropriate Mine Manager's Certificate of Competency (Metalliferous and/or Coal) or be registered as a Professional Mining Engineer. 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, Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhanced, Innovative and creative thinking ability, Ability to work under pressure.
- DUTIES** : Enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996); Conduct inspections and audits , conduct inquiries and investigation 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.
- ENQUIRIES NOTE** : Mr HM Mothiba Tel No: (014) 594 9240
- : Recommendation/: 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.
- POST 27/53** : **INSPECTOR OF MINES: MINE EQUIPMENT REF NO: DMRE/2020/0021**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11) (All-inclusive package)
Northern Cape Regional Office, Kimberley
- : An appropriate Certificate of Competency for mechanical or Electrical Engineer Mining and an appropriate qualification at NQF 6, or be registered as a Professional Mining Engineer coupled with relevant experience, PLUS the following competencies: Knowledge of: Mine Health and Safety Act and Regulations and Legal proceeding; Hazard Identification and Risk Management Public service staff code; Basic knowledge of labour relations; Human resources management; Extensive knowledge and experience of both underground and surface mining; Understanding of the Department's policies aimed at optimal utilisation of mineral resources. Skills: High level management; Risk assessment techniques; Conflict resolution, Negotiation; Planning and organising; Computer literacy; Report writing and formulation.

		Thinking Demands: Innovative and creative thinking ability; Others: Ability to work under pressure.
<u>DUTIES</u>	:	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 underground shaft and surface audits on plants, structures, track bound, trackless mining equipment and electrical distribution systems; Investigate mine related accidents, contraventions and complains as well as analyse mine accidents and trends to determine high risk mines and take appropriate actions; Test and license equipment on mines e.g Winders, lifts, chairlifts, boilers and conduct statutory inspections; Conduct oral and written examinations i.e certificate of competency in engineering on setters certificate and mine overseer's certificate; Investigate, consult and make recommendation to other department on closure certificates, prospecting rights, mining rights, permits, EMPR's and township development; Compile regional reports and participate in the revision of machinery regulations, drafting of guidelines and standards, also participate in tripartite structures e.g MQA/MRAC/SIMRAC.
<u>ENQUIRIES NOTE</u>	:	Mr TM Mateta Tel No: 079 9832024/082 446042
	:	Recommendation: The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid code 08 driver's licence.
<u>POST 27/54</u>	:	<u>INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2020/0022 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (All-inclusive package)
	:	Northern Cape Regional Office, Kimberley
	:	An appropriate Certificate in Mine Environmental Control and an appropriate qualification at NQF 6 coupled with relevant experience, Plus the following competencies: Knowledge of: Mine Health and Safety Act and Regulations; Legal Hazard Identification and Risk Management; Public service staff code; Basic knowledge of labour relations; Human resources management. Skills: High level management; Risk assessment techniques; Conflict resolution, Negotiation; Planning and organising; Computer literacy. Thinking Demands: Ability to communicate verbally and in writing in such a way that the image and professionalism of the department is enhance; Innovative and creative thinking abilities; Others: Ability to work under pressure.
<u>DUTIES</u>	:	The appointee's primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996); Statistical analysis and conducting inspections on different mines based on the performance and Health and safety statistics prioritising high risk mining. Analyse occupational Hygiene Reports, write report and give appropriate instructions for remedial actions to be implemented; Investigate mine related accident, contraventions and complains as well as analyse mine accidents and trends to determine high risk mines and take appropriate action; Conduct surface, shaft and underground audits and inspections on occupational hygiene matters at mines and give appropriate verbal or written instructions; Investigate, consult and make recommendation to other department on closure certificates, prospecting rights, mining rights and permits, emp's and township development; Compile report by giving relevant inputs to Head of branch on matter related to Hygiene.
<u>ENQUIRIES NOTE</u>	:	Mr TM Mateta Tel No: 079 9832024/082 446042
	:	Recommendation/: The appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of at least a valid code 08 driver's licence.
<u>POST 27/55</u>	:	<u>INSPECTORS OF MINES: MINE HEALTH AND SAFETY REF NO: DMRE/2020/0023 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (All-inclusive package)
	:	North-West Regional Office, Klerksdorp
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	Mr J Melembe Tel No: (018) 487 4316
	:	Recommendation: 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. Applicants are notified that this is a re-advertisement. Previous applications will not be considered, therefore interested applicants should re-apply.
<u>POST 27/56</u>	:	<u>MINE ECONOMIST REF NO: DMRE/2020/0024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08)
	:	Western Cape Regional Office
	:	an appropriate bachelor's degree or equivalent qualification in Mining, Mining Engineering, Mine Survey, Geology, coupled with relevant experience and a valid driver's licence. Plus the following competencies: Knowledge of: Relevant provisions of MPRDA, Understanding of Government policy and processes regarding valuations of mine and asset valuations, In depth mining technical and economical knowledge. Skills: analytical skills, Financial and accounting skills in relation to mining projects, Ability analyse market demand for minerals and quantify potential revenue, Computer literacy, Excellent Verbal and written Communication skills, Ability to negotiate clearly and concisely at different levels. Thinking Demands: Recognise viable business opportunities, Evaluation of viability of mining operations, applying various resource valuation methods, Awareness of state goals and objectives compared to the business objectives. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<u>DUTIES</u>	:	Assist in the adjudication financial and technical ability on applications for prospecting, mining permit and mining rights in terms of MPRDA as well as sustainability of mining operations. Conduct compliance inspections on all prospecting and mining operations where rights are granted in terms of MPRDA. Handle enquiries regarding prospecting work programmes and mining work programmes applications provide advice thereon. Provide administrative tasks for the sub-directorate. Monitor the submission of annual audited financial reports or statements and statistical returns in terms of section 28 (2) (a) and (b) of the MPRDA, Monitor and evaluate annual prospecting progress reports.
<u>ENQUIRIES NOTE</u>	:	Ms N Tsolo Tel No: (021) 427 1052
	:	Recommendation: Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<u>POST 27/57</u>	:	<u>STATE ACCOUNTANT: RECEIVABLES REF NO: DMRE/2020/0025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07)
	:	Western Cape Regional Office
	:	an appropriate Degree or N Diploma in Accounting or Auditing, coupled with relevant experience. Plus, the following competencies: Knowledge of: Accounting and Basic Accounting System; Public Finance Management Act; Treasury Regulations; Banking and Cash Management. Skills: Advanced Computer Literacy (spreadsheet techniques; Effective Revenue Management Skills, Ability to communicate at all levels. Thinking Demands: Data and GAP analysis; Problem solving; Creativity. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<u>DUTIES</u>	:	Review the receivables registers for completeness (sequential numbering and accuracy). Verify the payables against files opened (mining & prospecting files) and contracts. Verify the receipts against the bank statements and prepare

weekly and monthly reports of receivables. Confirm outstanding balances/amounts receivables. Obtain a sign-off by Regional Managers and submit weekly and monthly receivables to Head Office. Conduct audit, compile debt acknowledgement letters and report thereon to Head Office. Revenue Management system (capturing of new contracts).

**ENQUIRIES
NOTE**

: Mr M R Petro Tel No: (021) 427 1039
: Recommendation/: Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

POST 27/58

: **ADMINISTRATION CLERK REF NO: DMRE/2020/0026**

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 per annum (Level 05)
: North-West Regional Office, Klerksdorp
: 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.

**ENQUIRIES
NOTE**

: Mr J Melembe Tel No: (018) 487 4316
: Recommendation: Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply. Applicants are notified that this is a re-advertisement. Previous applications will not be considered, therefore interested applicants should re-apply.