

## 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](mailto: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
- FOR ATTENTION** : 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** : 05 January 2021
- NOTE** : A Z.83 form is can be obtained online from Departmental Website ([www.dmr.gov.za](http://www.dmr.gov.za)) or [www.gov.za](http://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>
- ERRATUM:** Kindly note that the post of Occupational Hygiene Technical Advisor Ref No: DMRE/2020/0019 advertised in Public Service Vacancy Circular 27 dated 27 November 2020 on Salary Level 11 has been amended from (R733 257 per annum (Level 11) (All-inclusive package) to the correct salary level of (R869 007 per annum (Level 12) (All-inclusive package). The closing date has been extended to 18 December 2020.

## MANAGEMENT ECHELON

- POST 28/25** : **CHIEF DIRECTOR: RENEWABLE ENERGY REF NO: DMRE/2020/0027**
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive package)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office, Pretoria
	:	An appropriate Degree in Developmental Studies/Environmental Science/Chemical Engineering/ Technology Management or Project Management.at NQF Level 7 coupled with at least 5 years in senior management experience in renewable energy as well as a certificate of entry into senior Management Service Plus the following competencies Knowledge of: Knowledge of the energy sector with a specific reference to energy efficiency and clean energy. Energy sector. Electricity supply industry. Renewable energy technologies. Energy policy, legislation, and regulations. Renewable energy policy and programmes Skills: Communication (written and verbal), Analytical, interpretation skills, negotiation skills, computer literacy.
<b><u>DUTIES/</u></b>	:	Provide advice on the implementation and interpretation of the statutory framework related to the off-grid renewable energy. Provide strategic leadership on the expansion of renewable energy consulting projects in the South Africa. Promote the Departments key expertise in the development of efficient off-grid renewable energy solutions. Support the Minister and Director-General with their obligations pertaining to off-grid renewable energy. Negotiate and liaise with local and international stakeholders on all matters related to off-grid renewable energy. Manage the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr J Mbele Tel No: (012) 406 7369
<b><u>POST 28/26</u></b>	:	<b><u>CHIEF DIRECTOR: NUCLEAR, ELECTRICITY AND GAS POLICY REF NO: DMRE/2020/0028</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 251 183 per annum (Level 14) (An all-inclusive remuneration package)
	:	Head Office, Pretoria
	:	An appropriate four-year legal degree /LLB/ coupled with a minimum of 5 years' experience in senior management within the nuclear, gas and electricity environment PLUS SMS pre-entry certificate by NSG, Plus the following competencies Knowledge of: Understanding of nuclear, gas and electricity policy and legislation in South Africa. Policy and legislative drafting processes. Understanding of nuclear, gas and electricity topical issues in South Africa. Development and implementation of policy. Benchmarking for purposes of policy and legislative development. Government policies and processes. Parliamentary Processes. Public Service Knowledge and understanding of DMRE policies, functions, projects, etc. Skills: Leadership and management skills. Negotiation and Consultation Skills. Organizational and administration skills. Presentation skills. Computer skills, Sound Communication skills (written and verbal). Interpersonal skills. Public speaking. Report writing. Thinking Demands: Innovative and logical thinker. Ability to analyse information.
<b><u>DUTIES</u></b>	:	Oversee the research, development, monitoring and review of policy and legislative framework relating to nuclear, electricity and gas. Provide advice and strategic guidance on the implementation and interpretation of the legislative framework pertaining to the three sectors. Evaluate provided policy options and initiatives to make recommendations on new/reviewing policies focused on economic and social trend Ensure. Effective and efficient management of human, physical and financial resources of the Chief Directorate
<b><u>ENQUIRIES NOTE</u></b>	:	Ms N Ngcwabe Tel No: (012) 444 3004
	:	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: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> . Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.
<b><u>POST 28/27</u></b>	:	<b><u>CD: MINERAL &amp; PETROLEUM POLICY REF NO: DMRE/2020/0029</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 251 183 per annum (Level 14) (An all-inclusive remuneration package)
	:	Head Office, Pretoria
	:	An appropriate four year legal qualification at (NQF 7) / LLB/ Policy Development Studies coupled with at least 5 years in senior management, PLUS SMS pre-entry certificate by NSG and proven experience in policy and legislative development.

Plus, the following competencies Knowledge of: Extensive knowledge of the South African mining, minerals, and petroleum sectors. The regulatory framework and regime (Policies and Legislation) governing these sectors and their objectives. Prescripts of major mining and petroleum jurisdictions. Legal Research and Legislative Drafting. Policy Development Process, as well, as Parliamentary processes. Managerial prescripts and budgeting. Skills: Leadership and management skills. Policy Analysis and Development. Decision making capabilities Organizational and administration skills. Project Management; Strong problem solving. Presentation skills. Computer skills. Thinking Demands: Innovative, analytical and creative thinking capabilities.

**DUTIES** : Lead and manage the development, review and implementation of the legislative and policy framework, for the mining, minerals and petroleum sectors. Provide strategic advice on the implementation and application of policies and legislative framework. Monitor developments (national and international) and broad legislative framework in the mining and petroleum sectors to ensure harmonisation. Oversee the development and maintenance of policies that govern all aspects in both mining and petroleum sectors. Ensure Effective and efficient management of human, physical and financial resources of the Chief Directorate.

**ENQUIRIES** : Ms N Ngcwabe Tel No: (012) 444 3004  
**NOTE** : 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 28/28** : **ECONOMIC ADVISORY SPECIALIST REF NO: DMRE/2020/0030**

**SALARY** : R1 251 183 per annum (Level 14) (An all-inclusive remuneration package  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A appropriate master's degree in Economics/ Minerals or Energy Economics PLUS a minimum of 5 years' experience at a senior management within the Economic environment as well as a certificate of entry into senior Management Service. Plus, the following competencies Knowledge of: Macro and micro analysis. Understanding of Minerals and Energy policies and legislation. Understanding of principles of research methodology and policy analysis. Government processes. Implementation of policy. Financial Management. Project Management. Research. Strategic planning. Government policies Skills: Communication (Verbal, written, liaison). Influencing skills. Negotiation skills. Management & Organisation skills. Advanced Analytical skills. Creativity and innovation. Facilitation and implementation. Financial Management. Negotiation and consultation skills. Strategic capability and leadership. Thinking Demands: Logical. Creative/ Innovative thinker.

**DUTIES** : Provide leadership, research and analysis in the minerals and energy economic sector (Conduct research and model trends in the mining and energy sectors to influence policy and investment decisions; Analyse trends, monitor economic trends in the minerals and energy sectors and prepare reports thereof; Identify areas of research on minerals and energy and assess the results thereof for possible implementation in South Africa). Advice and assist management with strategic issues on all economic related matters. Mentor DMRE officials in all economic sector related matters. Develop and maintain a database of economic trends

**ENQUIRIES** : Ms N Ngcwabe Tel No: (012) 444 3004  
**NOTE** : 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.

<b><u>POST 28/29</u></b>	:	<b><u>REGIONAL MANAGER: KWAZULU-NATAL REF NO: DMRE/2020/0031</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (An all-inclusive remuneration package
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree (Mining Engineering, LLB, Environmental Science, Environmental Management, B.Com: Social Science) at NQF level 7 certificate of entry into senior Management Service coupled with a minimum of 5 years' experience at middle/senior managerial level in an, Plus the following competencies Knowledge of: In-depth knowledge of all relevant legislation (old and new) affecting the mining industry Policies, procedures and directives. Management principles. Government objectives Skills: Supervision, management and leadership. Verbal and written communication. Motivational skills. Presentation skills. Conflict resolution skills. Thinking Demands: Ability to motivate staff to achieve objectives of the branch. Ability to make informed decisions. Ability to analyse and interpret legislative requirements and relevant policies.
<b><u>DUTIES</u></b>	:	Effective implementation and administration of the Minerals & Petroleum Resources Act (MPRDA). Implementation and management of effective systems and procedures and Management of all administrative, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plans and Mining and Prospecting work programmes/ plans and monitoring & evaluation of compliance. Management of land use and ensure rural and urban development through social plan. Mining community relations management, and conflict resolution & community capacity building. Ensuring the meaningful economic participation of Historically Disadvantaged South Africans and communities in the mining economy and management of their value in the economy. Provide support and give advice to the Deputy Director-General: Mineral Regulation, Director-General and the Minister. Manage the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms M Kobe Tel No: (012) 444 3962
<b><u>NOTE</u></b>	:	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: <a href="https://www.thensg.gov.za">https://www.thensg.gov.za</a> . Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.
<b><u>POST 28/30</u></b>	:	<b><u>DIRECTOR: INVESTMENT PROMOTION REF NO: DMRE/2020/0032</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (Level 13) (An all-inclusive remuneration package
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Honours Degree in Economics PLUS the following competencies: 5-year middle/senior management experience and SMS pre-entry certificate. Demonstrable experience in investment and trade. Experience in investment promotion in local and international platforms essential (A Master's degree will be an added advantage), Plus the following competencies Knowledge of: In-depth Knowledge and understanding of macro and microeconomics. Understanding of South Africa's economic policy direction, transformation, and developmental agenda. Knowledge of DMRE and government -wide policies, functions, and programmes. Managerial principles and budget. Engage and liaise with local and international investors. Local and international trade and minerals and energy markets. People management. Skills: Leadership and management skills. Decision making capabilities. Organisational and administration skills. Strong problem solving. Presentation skills. Diplomatic skills. Negotiation and Consultation skills. Strategic and Project management skills. Financial skills. Ability to use economic modelling software such as E-views. Thinking Demands: Creative. Innovative thinker. Ability to analyse financial information. Logical.
<b><u>DUTIES</u></b>	:	Ensure full participation of mining, minerals and energy industry of South Africa in shaping the destiny of the industry both globally and on the African continent in playing an investments leading role in the international and local forums. Promote investment projects at local and international investment conferences and targeted outward investment missions. Manage and facilitate investment marketing plans and investment promotion strategy for the sectors. Encourage expansion by providing strategic information to investors and identify market opportunities within

the mining, minerals and energy sectors in line with governments plans and priorities. Ensure effective and efficient management of the human, physical and financial resources of Directorate.

**ENQUIRIES  
NOTE**

Ms N Ngcwabe Tel No: (012) 444 3004

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 28/31**

**DIRECTOR: MEDIA RELATIONS AND CONTENT DEVELOPMENT REF NO: DMRE/2020/0033**

**SALARY  
CENTRE  
REQUIREMENTS**

R1 057 326 per annum (Level 13) (An all-inclusive remuneration package

Head Office, Pretoria

An appropriate Degree/ Bachelor of Technology in Communication/Journalism/Public Relations/Marketing at NQF level 7 as well as a certificate of entry into senior Management Service coupled with a minimum of 5 years middle management experience in a communication environment, Plus the following competencies Knowledge of: Internal and External Liaison, Knowledge Management, Publications, Research, Advertising and Branding, Knowledge and understanding of DMRE policies, functions, projects etc. Skills: Communication skills (verbal and written). Management and organisational skills. Computer skills. Creativity and Innovation. Good Interpersonal skills. THINKING DEMAND: Information evaluation, decision-making creativity etc. Logical. Creative/ Innovative thinker. Objective. Accurate. Diplomatic.

**DUTIES**

Manage the development, maintenance and implementation of processes, policies, plans and strategies pertaining to media relations, digital platforms and content development. Oversee/ensure the provision of media relations. Ensure effective management of digital platforms within the department. Oversee the provision of content management, editorial and publication services. Ensure the development of, informed and concise speeches for the Ministry and the Department.

**ENQUIRIES  
NOTE**

Ms Thandiwe Maimane Tel No: (012) 406 7470

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 28/32**

**DEPUTY DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2020/0035**

**SALARY  
CENTRE  
REQUIREMENTS**

R869 007 per annum (Level 12) (All-inclusive package)

North West, Klerksdorp Regional Office

An Appropriate relevant degree in Social Science on Development, Economics, Social Science, and Industrial Science. 3-5 years' experience including supervisory. A valid driver's licence, PLUS the following competencies: Knowledge of: A clear understanding of the Social and Labour plan and BBSEE adjudication. Understanding of Integrated Development Plan (IDP) and Local Economic Development (LED) processes. Skills: Strong ability to secure communication between government departments, business organizations and institutions. Strong ability to think innovatively. Identify development through recognizing synergies and the drive to initiate development initiatives and drive to see through to completion. Strong ability to facilitate workshops, achieve shared vision, set realistic targets and initiate and manage projects. Thinking Demands: Recognising viable development opportunities. Strong ability to be innovative and exploit synergies within the regulatory framework in order to promote development initiatives. Strong ability to think laterally, identify linkages and effectively communicate to establish co-operation between various.

**DUTIES** : Manage and ensure alignment of social and labour with the Municipal Intergrated Development Plan (IDPs) / Local Economic Development Plan (LED) and National Programmes. Manage and adjudication process of SLP. Manage the implementation of inspection plans. Represent the Department and provide advice on government forum e.g. Provincial Growth Development, Strategies (PGDS), Local Economic Development (LED) summit, etc. Ensure effective management of downscaling and retrenchment. Participate in the development and reviewing of Policies, Acts and Legislations. Manage the sub-directorate.

**ENQUIRIES** : Mr P Nethwadzi Tel No: (018) 487 4300

**POST 28/33** : **DEPUTY DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2020/0036**

**SALARY** : R869 007 per annum (Level 12) (All-inclusive package)  
**CENTRE** : North West, Klerksdorp Regional Office  
**REQUIREMENTS** : An Appropriate relevant degree/BTech or Advanced Diploma in Environmental/Natural Science or related with 3 years junior managerial level experience, PLUS the following competencies: Knowledge of: Knowledge of integrated environmental management relative to prospecting and mining work programmes. Impact assessment remediation and evaluation methods. Environmental legislation. Mining methods, mining processes, mining waste generation and disposal. New computer software available in the market Knowledge of the principles and application of management. Skills: Good negotiation skills. Good research skills. Integration of social, economic, bio-physical, and cultural – historical impacts. Personnel Management. Working and creating teamwork. Good verbal and non-verbal communication skills. Excellent English reading and writing skills. Thinking Demands: Pragmatic environmental problem-solving abilities. Innovative thinking abilities. Personnel management in a diverse environment. Dynamic and Team Player.

**DUTIES** : Manage the adequacy of financial provision, rehabilitation liquidated or incapacitated mines and manage the legacy. Manage EIA process (Basic assessment, scoping reports. EIAR/EMP and listed activities) Closure plans and other technical documents. Monitor compliance, auditing and performance assessment. Consult with other departments and agencies on environmental matters and serve on such committees to promote cooperative governance. Conduct compliance inspections. Provide managerial activities.

**ENQUIRIES** : Mr P Nethwadzi Tel No: (018) 487 4300

**POST 28/34** : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE: REF NO: DMRE/2020/0037**

**SALARY** : R733 257 per annum (Level 11) (All-inclusive package)  
**CENTRE** : North West, Klerksdorp Regional Office.  
**REQUIREMENTS** : A Mine Environmental Control Certificate coupled with 3-5 relevant experience. A valid driver's licence is required. Pus the following competencies: Knowledge of: Mine Health and Safety Act and 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. Innovative and creative thinking ability.

**DUTIES** : The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act. Analyse occupational Hygiene reports, write report, and give appropriate instructions for remedial actions to be implemented. Investigate mine related contraventions and complaints 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 mine. Compile report by giving relevant inputs to Head of branch on matters relating to Hygiene in the region inclusive of the status of the Mine. Prepare replies to applications for exemptions, permissions and approvals related to occupational hygiene. Support and develop a transformation process within the regional office.

		Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry. Manage information systems.
<b><u>ENQUIRIES</u></b>	:	Mr J Melembe Tel No: (018) 487 4316
<b><u>NOTE</u></b>	:	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
<b><u>POST 28/35</u></b>	:	<b><u>INSPECTOR OF MINES OCCUPATIONAL HYGIENE REF NO: DMRE/2020/0038</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (All-inclusive package)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal, Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate ND/BTECH/Degree in Occupational Hygiene or related Plus Certificate on Mine Environmental Control. Coupled with relevant experience, PLUS the following competencies: Knowledge of: Mine Health and Safety Act and 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: Ability to interpret and apply Mine Health and Safety Act. Management skills- Planning, Leading, Organising and controlling. Report writing and formulation. Good interpersonal relations. Innovate thinker. Analyse situations carefully. Make fair and reasonable decisions. Be able to stay calm and collective during difficult situations.
<b><u>DUTIES</u></b>	:	Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Provide inputs to regional reports, revision of mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene. Serve on any necessary board of examiners. Investigate, consult, and provide input on mine closures, prospecting rights, mining rights and permits, EMP's and township development.
<b><u>ENQUIRIES</u></b>	:	Ms ME Sebitloane Tel No: (031) 335 9626
<b><u>NOTE</u></b>	:	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.
<b><u>POST 28/36</u></b>	:	<b><u>INSPECTOR OF MINES: MINE EQUIPMENT REF NO: DMRE/2020/0039</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (Level 11) (All-inclusive package)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal, Durban Regional Office.
<b><u>REQUIREMENTS</u></b>	:	ND/BTECH/Degree in Electrical Engineering or relevant PLUS Certificate of Competency for mechanical or Electrical Engineer Mining, 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 Proceedings. Mining Engineering-Mine Equipment e.g Winder, Boilers, Plant, etc Hazard Identification and Risk Management. Public Service Staff Code. Skills: Ability to interpret and apply Mine Health and Safety Act as well as the DMR Policy and Staff Code. Management skills- Planning, Leading, Organising and controlling. Innovate thinker. Analyse situations carefully. Make fair and reasonable decisions.
<b><u>DUTIES</u></b>	:	Conduct and report on underground, shaft and surface audits and inspections on plants, structure, track bound, trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Test and licence, and report thereon, of equipment on mines i.e winders, lifts, chairlifts, boilers and conduct statutory inspections. Serve on any necessary board of examiners. Investigate, consult, and provide input on mine closures, prospecting rights, mining rights and permits, EMP's and township development.
<b><u>ENQUIRIES</u></b>	:	Ms ME Sebitloane Tel No: (031) 335 9626
<b><u>NOTE</u></b>	:	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.

<b><u>POST 28/37</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DMRE/2020/0034</u></b>
<b><u>SALARY</u></b>	:	R473 820 – R1 140 828 per annum (MR6)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate LLB Degree, coupled with relevant experience. PLUS the following competencies: Knowledge of: South African Legal System. Constitutional and Administrative Law. Law of Contract. Mineral and Energy Resources Policies and Acts. Public Service Acts and legislation. Skills: Legal Drafting and Interpretation Skills. Research skills. Ability to interpret and apply legislation. Computer literacy. Communication skills (verbal and written). Ability to work independently. Innovate thinking. Thinking Demands: Information evaluation. Decision making. Problem solving.
<b><u>DUTIES</u></b>	:	Provide legal advice and opinions to the Department and Minister. Draft and vet legislation, Subordinate legislation, legal documents, memoranda, reports and submissions on a variety of matters. Provide advice on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Oversee all litigation by and against the Department / Minister in terms of court rules and applicable legislation. Act as legal representative for the Department in various forums. Monitor compliance with PAIA and PAJA.
<b><u>ENQUIRIES</u></b>	:	Ms P Alberts Tel No: (082) 459 6875
<b><u>NOTE</u></b>	:	A Written Assessment will be conducted, and all applications must include a certified copy of course credits.
<b><u>POST 28/38</u></b>	:	<b><u>ASSISTANT DIRECTOR: MINERAL INFORMATION MANAGEMENT REF NO: DMRE/2020/0040</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal, Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate bachelor's degree, Advanced Diploma in GIS, Cartography, Town and Regional Planning or Environmental Science on NQF Level 7, coupled with relevant experience and a valid driver's licence. PLUS the following competencies: Knowledge of: Geographical Information System. Mineral Law. Coordinate system. Objectives of the MPRDA and all its practical implication. Spatial proximity of applications and ensure that rights are not duplicated Skills: Communication between Government departments, Business organisations and Institutions. Proven ability to record geographically, coordinate information. Proven ability to recognize the quality of Geographical information. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<b><u>DUTIES</u></b>	:	Capture and edit spatial data collected on site and perform data manipulation to suit end user's needs. Analyse spatial data and ariel photography/remote sensing data in accordance with user requirements and analyse geographic data, provide decision support mechanism for Mineral Regulation Branch. Prepare and compile maps for different stakeholders (other departments) and liaise with public and environmental practitioners. Provide decision support for rezoning, change of land use and township development application whether or not they are in conflict with mining/prospecting investments and assist municipalities, government department planners on land development matters. Provide Technical support and train end users on basic GIS skills. Manage and maintain an up to date records of spatial data base daily. Prepare ROD reports for all applications received Provide managerial Activities
<b><u>ENQUIRIES</u></b>	:	Ms GN Mtshali Tel No: (031) 335 9600
<b><u>POST 28/39</u></b>	:	<b><u>ASSISTANT DIRECTOR: SOCIAL LABOUR PLAN REF NO: DMRE/2020/0041</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal, Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	an appropriate relevant Bachelor's Degree, Bachelor of Technology Degree, Advanced Diploma in Social Science on development economics, industrial Science, the following competencies: Knowledge of: Mineral Petroleum Regulation and Development Act, Basic knowledge of previous minerals legislation administration procedure. Departmental policies in terms of Mineral Regulation,



computer programs, Integrated Development planning. Basic knowledge of departmental policy on Mineral Regulation. Basic knowledge of Computer programs. Skills: Computer Literacy. Analytical Capacity. Communication. Research, Report Writing and formulation of Project management. Thinking Demands: Strategic Planning. Decision Making. Proactivity. Interpretation and implementation of Policies

**DUTIES** : Align SLP's with the municipal IDP'S/LED programmes to ensure sustainable projects. Adjudicate the process of social and Labour plan for mining right applications. Design and implement inspection programme. Attend community and other stakeholders' meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.

**ENQUIRIES** : Ms GN Mtshali Tel No: (031) 335 9600

**POST 28/40** : **ASSISTANT DIRECTOR: GAS POLICY REF NO: DMRE/2020/0042**

**SALARY** : R470 040 per annum (Level 10)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : An appropriate Qualification at a Bachelor of Technology or Degree in Economics; Environmental Sciences/ Management; LLB and policy development studies. An Honours Degree in Policy Development would be an added advantage coupled with a minimum of 3 years junior managerial experience (working in policy making environment) Plus the following competencies: Knowledge of: Policy/Legislation Development Process. Detailed knowledge of Energy sector especially gas sector. Project management. Financial Management. Legislations and policies related to energy sector especially gas sector. Understanding of economic regulation Skills: Planning and Organizing. Project Management. Communication (verbal & written). Policy Analysis and Development. Computer. Presentation Skills. Interpersonal skills. Others: Work without constant supervision. Dedicated. Work within structure. Work under pressure. Adaptability. Meticulous person who will compile information precisely.

**DUTIES** : Identify, develop and review existing/new policies, legislation and strategies on natural gas sector. Conduct secondary research on policy related matters. Identify, consult & collaborate/engage with relevant stakeholders and conduct public hearings for public inputs on proposed policies and legislation. Conduct policy and legislation presentations and represent the department at various forums or workshops on gas sector policy related matter. Disseminate information & raise awareness on policy and legislation related developments/trends. Monitor and report on the implementation of gas policies and legislations. Provide managerial activities.

**ENQUIRIES** : Ms S Mamogale Tel No: (012) 406 7529

**POST 28/41** : **ASSISTANT DIRECTOR: MINE ECONOMICS REF NO: DMRE/2020/0047**

**SALARY** : R470 040 per annum (Level 10)

**CENTRE** : Gauteng, Braamfontein Regional Office

**REQUIREMENTS** : An appropriate Bachelor's degree or diploma in Mining Engineering, Mine Surveying, Geology, Mineral Resource Management, Mine Economics or Valuation, Accounting and or Economics coupled with sufficient relevant experience PLUS the following competencies: Knowledge of: Understanding of Government policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In-depth knowledge of mine economics. Management principles. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and prospecting plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development process and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Management skills. Communication skills between government departments, business organizations and institutions at executive level. Financial and accounting skills in relation to

		mining projects. Computer literacy. Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<b><u>DUTIES</u></b>	:	Manage the adjudication of mineral project applications for prospecting, mining rights/permits in terms MPRDA as well as sustainability of mining operations. Compile ROD. Adjudicate/evaluate transactional application (sections 11, 18, 20 and 102) and compile submission to the Director-General for approval. Provide full participation in the Regional Licence Committee including REMDEC. Ensure database entries for adjudications is fully maintained. Conduct compliance inspections on all prospecting and mining operations where rights are granted. Ensure/Conduct inspections in line with the approved PWP & MWP. Compile inspection report as well as moderate compliance inspections conducted by Mine Economist. Apply section 93 for non-compliant and compile and issue them with notice. Participate and advice on mine and asset verification for tax purposes. Receive invite to evaluate mines assets to determine the retail/market value. Conduct verification to determine the type of assets. Identify and classify assets in line with the approved assets category (movable or immovable assets). Apply mathematical formulas as prescribed in terms of accounting standards to evaluate the assets. Apply section 11, 18 and 102 and compile assets evaluation report.
<b><u>ENQUIRIES</u></b>	:	Mr S Mabaso Tel No: (082) 461 4251
<b><u>NOTE</u></b>	:	Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<b><u>POST 28/42</u></b>	:	<b><u>PROJECT COORDINATOR: ENERGY EFFICIENCY REF NO: DMRE/2020/0043 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma /B degree in Development studies/ Environmental Studies/Engineering/Project Management/Social Science/Commerce/Energy Studies/Natural Sciences PLUS the following competencies: Knowledge of: Deep Knowledge of advance project Management. Deep understanding of the Energy Sector, Legislation. Knowledge of the renewable energy technologies. Skills: Numeracy. Literacy. Language skills. Project Management. Research. Problem Solving. Planning. Decision making Stakeholder.
<b><u>DUTIES</u></b>	:	Collect information and consolidate inputs and draft reports needed by the Project Managers, Technical Team and other internal and external stakeholders. Record (Minutes) Meetings and workshops. Managing of documents. Monitor the implementation of project deliverables and compliance of project norms and time schedule. Provide Managerial activities.
<b><u>ENQUIRIES</u></b>	:	Ms N Qase Tel No: (012) 406 7687
<b><u>POST 28/43</u></b>	:	<b><u>PROJECT COORDINATOR: RENEWABLE ENERGY REF NO: DMRE/2020/0044 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma /B degree in Development studies/Environmental Studies/Engineering/Project Management/Social Science/Commerce/Energy Studies/Natural Sciences PLUS the following competencies: Knowledge of: Deep Knowledge of advance project Management. Deep understanding of the Energy Sector, Legislation. Knowledge of the renewable energy technologies. Skills: Numeracy. Literacy. Language skills. Project Management. Research. Problem Solving. Planning. Decision making Stakeholder.
<b><u>DUTIES</u></b>	:	Collect information and consolidate inputs and draft reports needed by the Project Managers, Technical Team and other internal and external stakeholders. Record (Minutes) Meetings and workshops. Managing of documents. Monitor the implementation of project deliverables and compliance of project norms and time schedule. Provide Managerial activities.
<b><u>ENQUIRIES</u></b>	:	Ms N Qase Tel No: (012) 406 7687

**POST 28/44** : **ASSISTANT DIRECTOR: MARKETING AND ADVERTISING REF NO: DMRE/2020/0045**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : An Appropriate National Diploma in Communications/Public Relations/Marketing/Advertising coupled with 3 years working experience PLUS the following competencies: Knowledge of: Develop concepts and briefs for marketing and advertising. Identify marketing and advertising opportunities as well as facilitate placement of advertisements in print and digital media platforms. Facilitate marketing and advertising activities to promote the work of the department through exhibitions, campaigns etc.); Procurement of marketing material. Government Protocol Practices. Government Procurement processes. Financial Processes. Advertising and branding. Knowledge and understanding of DMRE policies, functions, projects etc. Skills: Marketing and Advertising. Communication Skills. Computer skills. Creativity and innovation. Interpersonal skills. Policy development. Strategic Planning. Project management Thinking Demands: Innovative and creative thinking abilities. Others: Ability to work under pressure and as part of the team.

**DUTIES** : Coordinate marketing and advertising activities. Provide logistics for hosting external marketing events, advertising, and promotion in the department. Ensure the provision of administration and support related to marketing, branding, and advertising activities. Provide inputs on the development of processes, policies and strategies for advertising, branding, and marketing. Develop concepts and briefs for marketing and advertising. Identify marketing and advertising opportunities as well as facilitate placement of advertisements in print and digital media platforms. Facilitate marketing and advertising activities to promote the work of the department through exhibitions, campaigns etc.). Procurement of marketing material. Provide managerial activities. Identify, develop, and review processes, policies and strategies advertising and marketing. Conduct secondary research on advertising and marketing policy related matters. Identify, consult & collaborate/engage with relevant stakeholder's inputs on proposed policies. Disseminate information & raise awareness on marketing and advertising policies. Implement the processes, SOP's and strategies for advertising and marketing.

**ENQUIRIES** : Ms L Ntsoko Tel No: (012) 406 7469

**POST 28/45** : **MINE ECONOMICS REF NO: DMRE/2020/0048**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : North West, Klerksdorp Regional Office.

**REQUIREMENTS** : An appropriate Bachelor's degree or diploma in Mining Engineering, Mine Surveying, Geology, Mineral Resource Management, Mine Economics or Valuation, Accounting and or Economics PLUS the following competencies: Knowledge of: Understanding of Government policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In-depth knowledge of mine economics. Management principles. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and prospecting plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development process and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Management skills. Communication skills between government departments, business organizations and institutions at executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Ability to work under pressure and as part of the team; Ability to perform routine tasks.

**DUTIES** : Manage the adjudication of mineral project applications for prospecting, mining rights/permits in terms MPRDA as well as sustainability of mining operations. Compile ROD. Adjudicate/evaluate transactional application (sections 11, 18, 20 and 102) and compile submission to the Director-General for approval. Provide full participation in the Regional Licence Committee including REMDEC. Ensure

database entries for adjudications is fully maintained. Conduct compliance inspections on all prospecting and mining operations where rights are granted. Ensure/Conduct inspections in line with the approved PWP & MWP. Compile inspection report as well as moderate compliance inspections conducted by Mine Economist. Apply section 93 for non-compliant and compile and issue them with notice. Participate and advice on mine and asset verification for tax purposes. Receive invite to evaluate mines assets to determine the retail/market value. Conduct verification to determine the type of assets. Identify and classify assets in line with the approved assets category (movable or immovable assets). Apply mathematical formulas as prescribed in terms of accounting standards to evaluate the assets. Apply section 11,18 and 102 and compile assets evaluation report.

**ENQUIRIES** : Mr P Nethwadzi Tel No: (018) 487 4300  
**NOTE** : A Valid Driver's Licence

**POST 28/46** : **MINE ECONOMICS REF NO: DMRE/2020/0049**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Limpopo, Polokwane Regional Office  
**REQUIREMENTS** : An appropriate Bachelor's degree or diploma in Mining Engineering, Mine Surveying, Geology, Mineral Resource Management, Mine Economics or Valuation, Accounting and or Economics PLUS the following competencies: Knowledge of: Understanding of Government policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In-depth knowledge of mine economics. Management principles. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost related to mining methods and prospecting plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development process and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Management skills. Communication skills between government departments, business organizations and institutions at executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Ability to work under pressure and as part of the team; Ability to perform routine tasks.

**DUTIES** : Manage the adjudication of mineral project applications for prospecting, mining rights/permits in terms MPRDA as well as sustainability of mining operations. Compile ROD. Adjudicate/evaluate transactional application (sections 11, 18, 20 and 102) and compile submission to the Director-General for approval. Provide full participation in the Regional Licence Committee including REMDEC. Ensure database entries for adjudications is fully maintained. Conduct compliance inspections on all prospecting and mining operations where rights are granted. Ensure/Conduct inspections in line with the approved PWP & MWP. Compile inspection report as well as moderate compliance inspections conducted by Mine Economist. Apply section 93 for non-compliant and compile and issue them with notice. Participate and advice on mine and asset verification for tax purposes. Receive invite to evaluate mines assets to determine the retail/market value. Conduct verification to determine the type of assets. Identify and classify assets in line with the approved assets category (movable or immovable assets). Apply mathematical formulas as prescribed in terms of accounting standards to evaluate the assets. Apply section 11, 18 and 102 and compile assets evaluation report.

**ENQUIRIES** : Mr A Mulaudzi Tel No: (015) 287 4742  
**NOTE** : Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.

**POST 28/47** : **SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2020/0050**

**SALARY** : R316 791 per annum (Level 08)  
**CENTRE** : Limpopo, Polokwane Regional Office.  
**REQUIREMENTS** : An appropriate bachelor's degree/ Bachelor of Technology degree/ Advanced Diploma in development economics, social science, industrial science coupled with 1-2 year relevant experience PLUS the following competencies: Knowledge of

		Mineral Laws. Socio-economic development issues. Social and Labour Plan. Financial Management. Human Resources development and Labour legislation. Skills: Analytical capacity. Computer literacy. Communication. Research. Reporting writing and formulation. Project Management. Thinking Demands: Planning. Decision making. Proactivity. Interpretation and implementation of policies. Others: Ability to work under pressure and as part of the team.
<b><u>DUTIES</u></b>	:	Register received and acknowledge receipt on new applications for social and labour plan. Conduct compliance inspections on all prospecting and mining operations where rights are granted in terms of the MPRDA. Conduct preliminary and final assessments of social and labour plans on small to medium scale operations. Coordinate workshops and meetings between the department and the clients. Provide administrative support for the sub-directorate e.g compile statistics report, draft inspection plan, filling, etc. Compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice, and liaise with clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations
<b><u>ENQUIRIES</u></b>	:	Mr A Mulaudzi Tel No: (015) 287 4742
<b><u>POST 28/48</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER REF NO: DMRE/2020/0051</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Level 08) Head Office, Pretoria an appropriate National Diploma in Human Resource Management/ Human Resource Development coupled with a minimum of 1 year experience as a Personnel/ HR Officer PLUS the following competencies: Knowledge of: Understanding HRM operations and prescripts in the Public Service and Regulations. Basic knowledge of recruitment and selection systems and processes within Public Service. Basic knowledge of employment equity systems and processes within Public Service. Skills: Communication skills. Interpersonal skills. Planning and Organising skills. Problem solving skills. Computer literacy skills. Thinking Demands: Innovative and creative thinking abilities. Problem solving. Information evaluation. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.
<b><u>DUTIES</u></b>	:	Render recruitment and selection services within the Department. Provide inputs on the development and maintenance of recruitment and selection policies, procedures and practices and implementation thereof. Implement, maintain, and monitor human resource practices & policy. Maintain and update recruitment and selection information. Provide advice and information on the administration/application of HR processes and practices. Conduct exit interviews with outgoing employees of the Department. Supervise and develop staff.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms L Maluleka Tel No: (012) 406 7421
	:	Woman, Coloureds, Indians a well as people with disabilities are encouraged to apply.
<b><u>POST 28/49</u></b>	:	<b><u>ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DMRE/2020/0052 (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 per annum (Level 08) Head Office, Pretoria An appropriate National Diploma Management Services/ Operations Management; Bachelor of Commerce Industrial Psychology; Plus a Certificate in Job Evaluation as well as 3 year experience in workstudy and organisational development PLUS the following competencies: Knowledge of: Basic knowledge & understanding of: Policies, prescripts, regulations, white Papers, public admin. etc Work study & work study techniques: information gathering & analysis, effective procedures & methods, basic research, problem solving, design/redesign of processes, forms, etc. Organisational development and job descriptions and specifications. Development of organisational structures. Skills: Analytical & problem-solving skills. Communication & computer skills. Report writing and formulation. Organising, planning and co-ordinating skills. Basic Research. Negotiation skills. Ability to listen and Interpret. Facilitation 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.
<b><u>DUTIES</u></b>	:	Execute organisational development interventions (organisational structures, post provision, etc). Execute job/work analyses to provide advice on form design, job description and specifications. Conduct job evaluation and provide advice on the process. Conduct work study investigation and advise on the implementation of the findings of interventions and job/work/ process analyses investigations. Conduct business process mapping. Conduct change management interventions. Perform administrative tasks to support the sub directorate
<b><u>ENQUIRIES</u></b>	:	Mr C Ramoshaba Tel No: (012) 444 3724
<b><u>POST 28/50</u></b>		<b><u>CHIEF REGISTRY CLERK REF NO: DMRE/2020/0053</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>		R257 508 per annum (Level 07) North-West, Klerksdorp Regional Office A matric certificate coupled with 3 years' experience Plus the following competencies: Knowledge of: Archive Act and its related prescripts. Departmental business processes. Public Service delivery and Customer care. Skills: Communication Interpersonal. Computer. Verbal and written communication. Numeracy and Conflict resolution. Thinking Demands: Innovative and creative thinking abilities. Ability to work under pressure. Ability to work beyond working hours.
<b><u>DUTIES</u></b>	:	Administration of Promotion to Access of Information. Oversee an effective mail services (receive, delivering, opening, sorting and distribution thereof). Oversee/Maintaining a proper and effective filing system of old and new files (in terms of the MPRDA and Minerals Act). Ensure proper record keeping and timeous updating of registers, including the maintaining of pending files and documents. Provide inputs to management report. Supervise the operation and operate registry office machines and Identify, investigate and report irregularities (e.g. private use of photocopier, fax etc.).
<b><u>ENQUIRIES NOTE</u></b>	:	Ms T Njoboko Tel No: (018) 487 4300 A Valid Driver's Licence
<b><u>POST 28/51</u></b>		<b><u>ADMINISTRATIVE OFFICER REF NO: DMRE/2020/0054</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum (Level 07) Head Office, Pretoria An appropriate National Diploma Office Administration coupled with a minimum of 3 year experience as an administration clerk. Plus the following competencies: Knowledge of: Knowledge on the relevant legislation/ polities/prescripts and procedures. Basic knowledge on financial administration. Knowledge of Departmental prescripts. Basic Office Management Skills. Skills: Language skills and the ability to communicate well with people at different levels and from different background. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. Thinking Demands: Planning and execution. Quality of work. Acceptance of Responsibility. Job knowledge. Mentoring and Coaching.
<b><u>DUTIES</u></b>	:	Render logistical support. Administer Supply Chain and related activities. Ensure document management within the Chief directorate. Administer the Chief Directorate's budget. Coordinate and/or administer Human Resource Management activities.
<b><u>ENQUIRIES</u></b>	:	Ms T Maimane Tel No: (012) 406 7470
<b><u>POST 28/52</u></b>		<b><u>COMMUNICATION OFFICER: GRAPHIC DESIGNER REF NO: DMRE/2020/0055</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>		R257 508 per annum (Level 07) Head Office, Pretoria An appropriate National Diploma: in Web & applications graphic design/Communication coupled with a minimum of 2 years working experience: Knowledge of: Knowledge and understanding of DMRE policies, functions, programmes, and also to be able to articulate and communicate its mission, vision, values and legislative mandate. Knowledge of layout and design understanding of

		DMRE policies, functions, projects etc. Policy development. Strategic Planning. Project management. Government policies. Skills: Computer skills (Microsoft Office, Internet, Internet explorer, Google Chrome. Dreamweaver, CSS, HTML, JavaScript. Computer programmes; Paint Shop Pro/Photoshop. Proficient in Adobe illustrator. Photoshop qualXpress an InDesign). Communication Skills. Time Management. Interpersonal communication skills. Editing and translation skills. Thinking Demands: Information evaluation, decision-making creativity etc. Logical. Creative/Innovative thinker. Objective. Accurate. Diplomatic.
<b><u>DUTIES</u></b>	:	Perform the activities pertaining to electronic publications. Execute prepress processes according to international book-making standards. Render support with regard to departmental website and intranet. Communicate with the Printing Section and external service providers. Publish new information and announcements to web pages (Internet and Intranet) on a daily basis.
<b><u>ENQUIRIES</u></b>	:	Mr M Nyalungu Tel No: (012) 444 3000
<b><u>POST 28/53</u></b>		<b><u>LEGAL ADMINISTRATION OFFICER REF NO: DMRE/2020/0046 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R257 073 – R351 795 per annum (MR3 – MR5)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate LLB Degree, coupled with relevant experience. Plus the following competencies: Knowledge of: South African Legal System. Constitutional and Administrative Law. Law of Contract. Mineral and Energy Resources Policies and Acts. Public Service Acts and legislation. Skills: Legal Drafting and Interpretation Skills. Research skills. Ability to interpret and apply legislation. Computer literacy. Communication skills (verbal and written). Ability to work independently. Innovate thinking. Thinking Demands: Information evaluation. Decision making. Problem solving.
<b><u>DUTIES</u></b>	:	Provide legal advice and opinions to the Department and Minister. Draft and vet legislation, Subordinate legislation, legal documents, memoranda, reports and submissions on a variety of matters. Provide advice on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Oversee all litigation by and against the Department / Minister in terms of court rules and applicable legislation. Act as legal representative for the Department in various forums. Monitor compliance with PAIA and PAJA.
<b><u>ENQUIRIES</u></b>	:	Ms S Naidoo Tel No: (012) 406 7508
<b><u>NOTE</u></b>	:	A Written Assessment will be conducted, and all applications must include a certified copy of course credits.
<b><u>POST 28/54</u></b>		<b><u>SENIOR SECURITY RISK OFFICER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R208 584 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Limpopo: Polokwane Regional Office Ref No: DMRE/2020/0056 Free State: Welkom Regional Office Ref No: DMRE/2020/0057
<b><u>REQUIREMENTS</u></b>	:	A matric/ Grade 12 certificate and Grade B PSIRA Certificate coupled with 01 year experience in security operations and administration. Plus, the following competencies: Knowledge of: Security legislation. Policies and procedures. Access control procedures. Safety precautions. Security registers. Skills: Problem solving and communication skills. Communication skills (verbal and written). Thinking Demands: Innovative and Pro-Active. Analytical thinking ability.
<b><u>DUTIES</u></b>	:	Oversee the access control and monitoring movements within the building premises to identify risk; oversee the security patrols and escort duties. Manage the control room security equipment. Respond to alarm activation. Investigate the cause and give feedback. Oversee the prohibition of unauthorised removal of equipment. Documents and stores from building or premises and oversee the monitoring of movements of private and GG vehicles in the parking area and safeguard the parking area itself.
<b><u>ENQUIRIES</u></b>	:	Mr MC Mabena Tel No: (012) 444 3633
<b><u>NOTE</u></b>	:	Applicants who are interested in both Regions are advised to submit one application quoting reference numbers of the 2 Regional Offices on the Z.83 form.

**POST 28/55** : **SECURITY RISK OFFICER (X2 POSTS)**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : Eastern Cape: Mthatha Regional Office Ref No: DMRE/2020/0058  
Northern Cape: Springbok Regional Office Ref No: DMRE/2020/0059

**REQUIREMENTS** : A matric/ Grade 12 certificate and Grade B PSIRA Certificate coupled with 01 year experience in security operations and administration. Plus, the following competencies: Knowledge of: Security legislation. Policies and procedures. Access control procedures. Safety precautions. Security registers. Skills: Problem solving and communication skills. Communication skills (verbal and written). Thinking Demands: Innovative and Pro-Active. Analytical thinking ability.

**DUTIES** : Oversee the access control and monitoring movements within the building premises to identify risk; oversee the security patrols and escort duties. Manage the control room security equipment. Respond to alarm activation. Investigate the cause and give feedback. Oversee the prohibition of unauthorised removal of equipment. Documents and stores from building or premises and oversee the monitoring of movements of private and GG vehicles in the parking area and safeguard the parking area itself.

**ENQUIRIES** : Mr M Mashala Tel No: (012) 406 7595  
**NOTE** : Applicants who are interested in both Regions are advised to submit one application quoting reference numbers of the 2 Regional Offices on the Z.83 form.

**POST 28/56** : **ADMINISTRATION CLERK: HYGIENE REF NO: DMRE/2020/0060**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : North West: Rustenburg Regional Office

**REQUIREMENTS** : A matric/ Grade 12 certificate coupled with working experience PLUS the following competencies: Knowledge of: Knowledge of data capturing processes; Administrative processes and policies. Public service policies. Skills: Computer literacy (MS Office package); Ability to use spreadsheet and data capturing packages; Ability to meet deadlines; Strong interpersonal and problem-solving skills. Numeracy. Communication Thinking Demands: Innovative and creative thinking abilities. Accuracy. Others: Ability to work under pressure and as part of the team; Ability to perform routine tasks.

**DUTIES** : Capture Occupational Hygiene returns. Record and file all hygiene records, reports and correspondences regarding mines and its employees. Capture ventilation and rescue plans received from the mines in the region. Record and update Occupational Hygiene database. Render advisory service to internal and external clients with respect to occupational hygiene process and procedures. Forward all Occupational Hygiene related enquiries to Directorate: Occupational Hygiene at Head Office.

**ENQUIRIES** : Mr NHM Mothiba Tel No: (014) 594 9240