

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 these 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 forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X96, Pretoria, 0001. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, (former Schoeman) alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria.
- CLOSING DATE** : 21 June 2021
- NOTE** : Applications must be submitted on the new Z83 form, obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), accompanied by certified copies of qualification(s) including matric/grade 12 certificate, Identity Document (certified within the past 6 months); Proof of citizenship if not RSA citizen; 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. Where a valid driver's license is a requirement, a clear certified copy must be attached (also certified within the past 6 months). Failure to provide accurate information on a job application will result in disqualification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application. Failure to submit the copies mentioned above will result in the job application being disqualified. With regard to SMS positions, All shortlisted candidates for SMS posts will be subjected to a technical exercise(s) that intends to test relevant technical elements of the position, the logistics of which will be communicated by the Department. Following the interviews and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment. Note that correspondence will only be conducted with the short-listed candidates. If notification of an interview is not received within three (3) months after the closing date, please regard your application as unsuccessful. Requirements stated on the advertised posts are minimum inherent requirements; therefore, criterion for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes of these checks, which include security screening, security vetting, qualification verification, criminal records and financial records checks. Reference checks will also be done during the selection process. 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>. 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.

MANAGEMENT ECHELON

- POST 20/16** : **DIRECTOR: MINERAL AND ENERGY PLANNING REF NO: DMRE/2105**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Bachelor's Degree in Economics at NQF Level 7 (Energy studies will be added advantage) with a minimum of 5 years' experience in middle / senior management

within the economic sector Plus the following competencies Knowledge of: project management, planning, project finance and economics, industry, and public sector policies. Knowledge of energy sector, energy policy and legislation and energy economics. Knowledge and interpretation of economic, research tool and technique as well as energy information sources (journals and publications). Skills: Report writing and presentation skills. Time management and work planning. Analytical skills including economic analysis and Interpersonal skills. Thinking Demands: Rigorous non- corruption thinking relating in the development and implementation of plans and strategy. Managerial mindset relating to economics. Ability to source or identify source of credible information from local and international sources. Recommendation/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.

DUTIES : Manage the continuous reviewing and revising of mineral and energy planning methodologies, strategies and the recommendation to ensure their effectiveness. Manage the development and ensure implementation of the following mineral and energy plans. Integrated Energy Plan. Liquid Fuels Plan and Integrated Resource Plan. Manage the process of conducting local and global economic and macroeconomics research and policy impact analysis. Interact with relevant stakeholders within the mineral and energy sector and other related institution. Manage the Directorate.

ENQUIRIES : Mr T. Audat Tel No: (012) 406 7560

POST 20/17 : **REGIONAL DIRECTOR: PETROLEUM LICENSING REF NO: DMRE/2107**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive package)

CENTRE : Kwa- Zulu Natal Regional Office

REQUIREMENTS : Degree in Natural Science , Engineering, Economics, Project Management or Energy Studies at NQF Level 7 with minimum of 5 years' experience at the middle managerial level in a petroleum environment Plus the following competencies Knowledge of: project management , basic project finance and economics, industry and public sector policies, strategies and legislation in the field of energy, people management. Report writing and presentation. Knowledge of the Energy Industry Skills: knowledge of key regional language. Communication skills. Project Management skills. Report writing and presentation skills. Decision making skills. Interpersonal skills. Negotiation skills. Computer skills. Time management and work planning skills. Analytical and Financial skills. Thinking Demands: Rigorous non- corruption thinking relating in the development and implementation of strategy and legislation. Recommendation/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.

DUTIES : Ensure compliance enquiries/ audits and investigations into fuel specifications and standards, stock level at refineries / depots, retailers, pricing and black economic empowerment in the region. Manage the Petroleum Licensing System in the with region. Interact with stakeholder at regional level. Manage regional energy advisory services. Consult with industry players. Manage the Directorate.

ENQUIRIES : Mr A. Nandkishore Tel No: (012) 406 7795

POST 20/18 : **REGIONAL DIRECTOR: PETROLEUM LICENSING REF NO: DMRE/2108**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive package)

CENTRE : Eastern Cape Regional Office

REQUIREMENTS : Degree in Natural Science , Engineering, Economics, Project Management or Energy Studies at NQF Level 7 with minimum of 5 years' experience at the middle managerial level in a petroleum environment Plus the following competencies Knowledge of: project management, basic project finance and economics, industry

and public sector policies, strategies and legislation in the field of energy, people management. Report writing and presentation. Knowledge of the Energy Industry Skills: knowledge of key regional language. Communication skills. Project Management skills. Report writing and presentation skills. Decision making skills. Interpersonal skills. Negotiation skills. Computer skills. Time management and work planning skills. Analytical and Financial skills. Thinking Demands: Rigorous non- corruption thinking relating in the development and implementation of strategy and legislation. Recommendation/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.

DUTIES : Ensure compliance enquiries/ audits and investigations into fuel specifications and standards, stock level at refineries / depots, retailers, pricing and black economic empowerment in the region. Manage the Petroleum Licensing System in the with region. Interact with stakeholder at regional level. Manage regional energy advisory services. Consult with industry players. Manage the Directorate.

ENQUIRIES : Mr A. Nandkishore Tel No: (012) 406 7795

POST 20/19 : **REGIONAL DIRECTOR: PETROLEUM LICENSING REF NO: DMRE /2109**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive package)

CENTRE : Limpopo Regional Office

REQUIREMENTS : Degree in Natural Science , Engineering, Economics, Project Management or Energy Studies at NQF Level 7 with minimum of 5 years' experience at the middle managerial level in a petroleum environment Plus the following competencies Knowledge of: project management, basic project finance and economics, industry and public sector policies, strategies and legislation in the field of energy, people management. Report writing and presentation. Knowledge of the Energy Industry Skills: knowledge of key regional language. Communication skills. Project Management skills. Report writing and presentation skills. Decision making skills. Interpersonal skills. Negotiation skills. Computer skills. Time management and work planning skills. Analytical and Financial skills. Thinking Demands: Rigorous non- corruption thinking relating in the development and implementation of strategy and legislation. Recommendation/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.

DUTIES : Ensure compliance enquiries/ audits and investigations into fuel specifications and standards, stock level at refineries / depots, retailers, pricing and black economic empowerment in the region. Manage the Petroleum Licensing System in the with region. Interact with stakeholder at regional level. Manage regional energy advisory services. Consult with industry players. Manage the Directorate.

ENQUIRIES : Mr A. Nandkishore Tel No: (012) 406 7795

POST 20/20 : **DIRECTOR: PETROLEUM LICENSING REF NO: DMRE/2110**

SALARY : R1 057 326 per annum (Level 13), (All-inclusive package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : Bachelor's Degree in accounting/ Business Management/ Economics/ Law/ Finance at NQF Level 7 with minimum of 5 years' experience at the middle managerial level in a petroleum environment Plus the following competencies Knowledge of: petroleum industry knowledge of retailing, wholesaling and manufacturing). Petroleum markets and logistic from both retailers 's and oil company's perspective. Principles of Accounting, Economic. Financial Management and Marketing. Different forms of legal entities recognised in South African business environment and its applicable documents. SA's Energy industry. Key element of licensing process. Petroleum industry value chain and its economics BBBE Empowerment Act 2003 (Act No. 53 of 2003). Skills:

Communication and Negotiation skills with all stakeholder .Administrative skills. Team skills. Public Speaking skills. Presentation skills. Report writing skills. Problem skills. Negotiation and leadership skills Thinking Demands: Analytical and decision-making ability. Flexibility and business acumen. Computers skills. Demonstrate to think creatively. Recommendation/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.

DUTIES : Provide operational leadership and advice in adjudicating license application. Ensure proper response to the enquiries directed to the office of the controller. Ensure proper support to the Ministry, Director-General, Deputy Director- General and Chief Director. Ensure and monitor that license condition are met before license are issued to applicants. Participate in transverse petroleum related activities. Ensure Petroleum License fees are paid, recorded and accurately accounted for each license. Manage the petroleum license analysis process. Manage the Directorate.

ENQUIRIES : Mr A. Nandkishore Tel No: (012) 406 7795

OTHER POSTS

POST 20/21 : **DEPUTY DIRECTOR: FUEL PRICING MECHANISM REF NO: DMRE/2111**

SALARY : R869 007 per annum (Level 12), (All- inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Bachelor's Degree in Economics/ Finance / Business (with Economics and/or Accounting subject with minimum of 3 years' experience at the junior managerial level in a petroleum environment Plus the following competencies Knowledge of: Knowledge and understanding of Public service policies, prescript and regulations (PSA, PPAA. ect.) Public Finance Management Act. Treasury regulation. Skills: Financial management skills. Verbal and written communication skills. Report writing skills. Presentation and facilitation skills. Computer skills and analytical skills. Thinking Demands: Creativity and initiative. Decision making.

DUTIES : Manage the fuel pricing mechanism software and also administer all fuel changes in line with working rules, ministerial directives and approval. Ensure that the costs associated with the shipping of petroleum products to South Africa (such as shipping, insurance demurrage costs. Etc.) are obtained to update the pricing elements accordingly. Ensure the gathering of information regarding the countries where SA is importing crude oil and petroleum products. Ensure that environmental scan of the Petroleum Sector (local, regional and international) is undertaken. Ensure that fuel price changes are updated on the DMRE website. Manage the process of promulgating fuel price. Provide managerial activities.

ENQUIRIES : Mr R. Maake Tel No: (012) 406 7516

POST 20/22 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DMRE/2112**

SALARY : R733 257 per annum (Level 11), (All-inclusive package)
CENTRE : Head Office
REQUIREMENTS : Bachelor's Degree or National Diploma in Human Resource Management/ Human Resource Development/ Management of Training with minimum of 3 years' experience at the junior managerial level Plus the following competencies Knowledge of: Have an advance knowledge and understanding of Employ equity Act, South African Qualification Authority, SETA functions and requirements. National Skills Development Strategy. Knowledge of research. Understanding and knowledge of Human Resource as well as basic Adult learning. Skills: Strong analytical skills with attention to detail. Writing skills. Presentation, facilitation and counselling skills. Communication skills. Computer skills. Policy development skills. Thinking Demands: Creativity and innovative. Decisive and problem solving. Sound judgement and confidentiality.

- DUTIES** : Oversee the activities of the Sub-Directorate. Give operational leadership with regard to the development of human capital in the Department. Provide advice and guidance on the development of human capital in the Department and increase of human capacity in the sector. Liaise with the role-players in the human resource development environment regarding the development of human capacity in the Department and the increase of human capacity in the sector. Develop, implement and maintain policies on HRD. Provide managerial activities.
- ENQUIRIES** : Mr H. Mbiko Tel No: (012) 444 3727
- POST 20/23** : **DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: DMRE/2113**
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), (All-inclusive package)
: Head Office, Pretoria
: National Diploma in Management of Services/ Operations Management/ Bachelor of Commerce in Industrial Psychology Plus Certificate in Job Evaluation Analysis with minimum of 3 years' experience at the junior managerial level in Organisational Development field Plus the following competencies Knowledge of: Managerial matter. Have advance knowledge and understanding of policies, prescripts, regulations, white paper, public administration etc. work-study techniques, Job description. Skills: Communication skills. Computer skills. Report writing. Listening and interpretation skills. Analytical skills. Basic research skills. Organising, coordinating and planning skills. Problem solving skills. Facilitation skills. Managerial skills. Training and motivational skills. Thinking Demands: Creativity and innovative thinker. Logical. Diplomatic. Accurate. Objective.
- DUTIES** : Oversee organizational and work-study interventions. Provide holistic change management and organisational development policy and strategy for the department. Oversee /lead/execute job/work/process analyses to provide advice on process mapping re-engineering. Oversee /lead/execute job/work/process analyses to provide advice on Job demarcation (job description and specification) and Job grading as well as form design. Oversee the development, maintenance, and implementation of policies on efficiency related matter. Supervise and develop staff.
- ENQUIRIES** : Mr C. Ramoshaba Tel No: (012) 406 7603
- POST 20/24** : **INSPECTOR OF MINES: MINE EQUIPMENT REF NO: DMRE/2114**
This is a re-advert, candidates who are applied previously are encourage to re-apply.
- SALARY CENTRE REQUIREMENTS** : R733 257 per annum (Level 11), (All-inclusive package)
: Northern Cape Regional Office, Kimberley
: A National Diploma/ Bachelor of Technology/Degree in Electrical Engineering or relevant PLUS Certificate of Competency for mechanical or Electrical Engineer Mining coupled with 3 years experience in mining industry with at least valid Code 08 driver's license, 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. Recommendation/Note: The appointment will be subject to a pre-medical examination of fitness.
- DUTIES** : The appointee primary responsibility will be to enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996); Conduct inspections and 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.

ENQUIRIES : Mr T.M. Mateta @ 0799832024/082446042

POST 20/25 : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/ 2115 (X2 POSTS)**

This is a re-advert, candidates who are applied previously are encourage to re-apply.

SALARY : R733 257 per annum (Level 11), (All-inclusive package)

CENTRE : Northern Cape Regional Office, Kimberley

REQUIREMENTS : An appropriate National Diploma/Degree in Occupational Hygiene or related Plus Certificate on Mine Environmental Control coupled with 3 years' experience in mining industry with at least valid Code 08 driver's license 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. Recommendation/Note: The appointment will be subject to a pre-medical examination of fitness.

DUTIES : 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 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 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.

ENQUIRIES : Mr T.M. Mateta @ 0799832024/082446042

POST 20/26 : **INSPECTOR OF MINES OCCUPATIONAL HYGIENE REF NO: DMRE/2116**

This is a re-advert, candidates who are applied previously are encourage to re-apply.

SALARY : R733 257 per annum (Level 11), (All-inclusive package)

CENTRE : Kwa Zulu-Natal Regional Office, Durban

REQUIREMENTS : An appropriate National Diploma/Degree in Occupational Hygiene or related Plus Certificate on Mine Environmental Control coupled with 3 years' experience in mining industry with at least valid Code 08 driver's license, 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. Recommendation/Note: The appointment will be subject to a pre-medical examination of fitness.

DUTIES : 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.

ENQUIRIES : Ms M.E. Sebitloane Tel No: (031) 335 9626

POST 20/27 : **INSPECTOR OF MINES: MINE HEALTH AND SAFETY REF NO: DMRE /2117 (X2 POSTS)**

SALARY : R733 257 per annum (Level 11), (All-inclusive package)

CENTRE : Mpumalanga Region, Witbank

REQUIREMENTS : A National Diploma/Degree in Mining Plus Mine Manager's Certificate of Competency, coupled with relevant experience with at least valid Code 08 driver's license, 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, Planning and organising, Computer literacy, Thinking Demands: Be able to recognize and respond to Health and Safety hazards/risks, Be able to apply Mine Health and Safety Act (MHSA), Innovative thinker, analyse situations carefully and make fair and reasonable decisions, Be able to stay calm and collective during difficult situations. Recommendation/Note: Appointment will be subject to a pre-medical examination of fitness.

DUTIES : The appointee's 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 plan 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 : Ms N. Gogela Tel No: 013 653 0514

POST 20/28 : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2118**

SALARY : R733 257 per annum (Level 11), (All-inclusive package)

CENTRE : Western Cape Region, Cape Town

REQUIREMENTS : A National Diploma/ Degree in Occupational Hygiene PLUS Certificate on Mine Environmental Control, coupled with 3 years relevant experience with at least valid Code 08 driver's license 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 ability. Recommendation/Note: Appointment will be subject to a pre-medical examination of fitness.

DUTIES : The appointee's primary responsibility will be to enforce adherence to the Mine Health and Safety Act. Analyse occupational Hygiene reports, write reports and give appropriate instructions for remedial actions to be implemented. Investigate mine related contraventions and complaints as well as analyse mine occupational

hygiene incidents 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 the 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.

ENQUIRIES : Mr L. Polley @ 082 461 4247

POST 20/29 : **ENERGY INSPECTOR REF NO: DMRE/2119**

SALARY : R470 040 per annum (Level 10)

CENTRE : Northern Cape Regional Office

REQUIREMENTS : National Diploma in Chemical Engineering / Chemical Science / Energy Studies with minimum of 3 years' experience in the mineral and energy sector Plus the following competencies Knowledge of: Comprehensive and demonstration knowledge of the petroleum industry in South Africa. Strategic and demonstrate understanding of critical issue within the petroleum value chain and associated supply chains. Knowledge of Petroleum Products Acts, 1977. Research and good communication competence, including drafting documents and reports. Working knowledge of Liquid Fuels Charter and a strategic understanding of the implementation potential and /or constraints thereof. Skills: Good communication skills. Strong negotiation and process managerial skills. Organising, planning and interpersonal skills. Ability to communicate clearly with stakeholders in the public and private sector. Ability to maintain confidentiality. Thinking Demands: Attention to detail. Problem solving. Creativity and innovative.

DUTIES : Monitor fuels standard and specification, fuel sampling and analysis of test results. Conduct site inspection to ensure compliance in terms of Petroleum Act 1977(Act No. 120 of 1977). Investigate reported complaints and enforce compliance terms of Petroleum Act 1977(Act No. 120 of 1977. Provide inputs on the drafting / reviewing of Petroleum Products Act and regulations. Compile and present regional situation analysis and trends to inform decision making. Promote and participate in engagement of all internal and external stakeholder regarding the understanding of Petroleum Products Acts of 1977 (Act No. 120 of 1977) and its regulations. Provide managerial activities.

ENQUIRIES : Ms G. Leketi Tel No: (012) 406 7779

POST 20/30 : **ENERGY INSPECTOR REF NO: DMRE/2120**

SALARY : R470 040 per annum (Level 10)

CENTRE : Kwa- Zulu Natal Region

REQUIREMENTS : National Diploma in Chemical Engineering / Chemical Science / Energy Studies with minimum of 3 years' experience in the mineral and energy sector Plus the following competencies Knowledge of: Comprehensive and demonstration knowledge of the petroleum industry in South Africa. Strategic and demonstrate understanding of critical issue within the petroleum value chain and associated supply chains. Knowledge of Petroleum Products Acts, 1977. Research and good communication competence, including drafting documents and reports. Working knowledge of Liquid Fuels Charter and a strategic understanding of the implementation potential and /or constraints thereof. Skills: Good communication skills. Strong negotiation and process managerial skills. Organising, planning and interpersonal skills. Ability to communicate clearly with stakeholders in the public and private sector. Ability to maintain confidentiality. Thinking Demands: Attention to detail. Problem solving. Creativity and innovative.

DUTIES : Monitor fuels standard and specification, fuel sampling and analysis of test results. Conduct site inspection to ensure compliance in terms of Petroleum Act 1977(Act No. 120 of 1977). Investigate reported complaints and enforce compliance terms of Petroleum Act 1977(Act No. 120 of 1977. Provide inputs on the drafting / reviewing of Petroleum Products Act and regulations. Compile and present regional situation analysis and trends to inform decision making. Promote and

		participate in engagement of all internal and external stakeholder regarding the understanding of Petroleum Products Acts of 1977 (Act No. 120 of 1977) and its regulations. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms G. Leketi Tel No: (012) 406 7779
<u>POST 20/31</u>	:	<u>SECRETARIAT: REGIONAL MINING DEVELOPMENT & ENVIRONMENTAL COMMITTEE REF NO: DMRE/2121</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Eastern Cape Region, Port Elizabeth
<u>REQUIREMENTS</u>	:	A Tertiary qualification in Administrative field at NQF Level 7 or relevant with minimum of 3 years' experience in the industry Plus the following competencies Knowledge of: Public Law. Knowledge and understanding of legislation, policies and work procedure. Knowledge of Mining industry. Knowledge of the Public Service Legislation including Public Financial Management Act. Knowledge of legislation relating to statutory Boards. Knowledge of MPDRA and National Government Planning Framework. Knowledge of Treasury Regulation and Public Service Act. Skills: Communication and Computer skills. Report writing and interpretation skills. Organising and problem-solving skills. Facilitation and presentation skills. Financial management and Leadership skills. Evaluation and monitoring skills. Thinking Decision making, Creativity, Analytical and logical thinker. Information evaluation and information implementation. Have experience in both creditors and debtors' functions.
<u>DUTIES</u>	:	Provide inputs in terms of budget for RMDEC and expenditure control. Coordinate the appointment and facilitates the remuneration of RMDEC members. Compel and draft recommendations and submissions on decisions taken by the RMDEC. Conduct inspections to determine the validity of objective regarding the rights. Render secretarial functions to the committee. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms M Nkangala Tel No: (041) 403 6633
<u>POST 20/32</u>	:	<u>SUPPORT TECHNICIAN REF NO: DMRE/2122</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Information Technology with minimum of 2 years' experience in a service desk technology support environment Plus the following competencies Knowledge of: MS Office 2003/ troubleshooting. Skills: Excellent managerial, communication and interpersonal relationship skills. Strong leadership and organisational skills. Client focused. Negotiation and consultation skills. Problem solving and analysis skills. Strategic capability and change management with knowledge of Public Service and Departmental organisational matter. Creativity and innovation. Management and expertise in all areas of information technology. Technical expertise in advance strategic and business analysis. Regulatory frame for the management of IT in government. Programme management with a service delivery orientation and effective budget management. Thinking Demands: independent person. Must be able to improvise. Self- motivated and decisive.
<u>DUTIES</u>	:	Answer helpdesk telephones to provide 1st and 2nd line support. Monitor infrastructure availability daily and ensure service are available. Install and configure the application (Antivirus, MS office, internet, 3G). Install, configure and repair printers and telephones, video calling and faxes. Install, maintain and support telephonic system and network cabling. Provide remote desktop support using SCSM. Ensure safe guard and protection of customer data.
<u>ENQUIRIES</u>	:	Mr K Mokoatle Tel No: (012) 444 3178
<u>POST 20/33</u>	:	<u>ASSISTANT DIRECTOR: NETWORK AND INFRASTRUCTURE REF NO: DMRE/2123</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Information Technology Management PLUS the following competencies: Knowledge of: Ability to priorities and complete work under deadline, Ability to develop and deliver presentation, Ability to created,

compose and edit written materials, Intensive knowledge of Systems Analysis Principles and practice, Skills: Excellent Managerial, communication and Interpersonal relationship skills, Strong leadership and organisational skills, Client focused, Negotiation and consultation skills, Problem solving and analysis, Strategic capability, Change management, Creativity and Innovation, Management and expertise in all areas of Information Technology, Technical expertise in advance strategic and business analysis, Change management with knowledge of public service and departmental organisational matters, Regulatory framework for the management of ICT and government, Programme management with service delivery orientation and effective budget management, Thinking Demands: Management and expertise in all area of information technology, Technical expertise in advance strategic and business analysis, Change management with knowledge of public service and departmental organisational matters, Budget management, Policy Development, Strategic Planning, Financial Management, Project Management, Government policies, Project programme in DMRE.

DUTIES : Ensure 3rd line support of helpdesk, transversal systems (BAS, PERSAL and LOGIS) and system development operations. Perform impact analysis with new application systems and database and monitor load levelling of servers (capacity) and integration thereof. Provide inputs and oversee monitoring information technology policy in respect of networks, servers, internet, email and workstation utilisation. Ensure local area network, servers and workstation configuration in accordance with user requirement. Perform 3COM planning and problem solving as per demand and ensure systems are operational at all times and that backup and restores are performed. Manage the sub directorates.

ENQUIRIES : Mr Mokoatle Tel No: (012) 444 3178

POST 20/34 : **PETROLEUM LICENSING OFFICER REF NO: DMRE/2124**

SALARY : R316 791 per annum (Level 08)

CENTRE : Gauteng Regional Office, Pretoria

REQUIREMENTS : National Diploma in Business Management, Economics, Accounting, Financial Management or Energy Studies with minimum of 2 years' experience in administration experience Plus the following competencies Knowledge of: knowledge of and interest in the South Africa energy and petroleum industries. Petroleum Products Act, 1977 (Act 120 of 1977) as amended and regulations thereof. Work knowledge of regulatory and administrative system. Experience in data manipulation and analysis as well as report writing. MS Office 2003/troubleshooting. Skills: Excellent managerial, communication and interpersonal relationship skills. Strong leadership and organisational skills. Client focused. Negotiation and consultation skills. Problem solving and analysis skills. Strategic capability and change management with knowledge of Public Service and Departmental organisational matter. Creativity and innovation. Management and expertise in all areas of information technology. Technical expertise in advance strategic and business analysis. Regulatory frame for the management of IT in government. Programme management with a service delivery orientation and effective budget management. Thinking Demands: independent person. Must be able to improvise. Self- motivated and decisive.

DUTIES : Answer helpdesk telephones to provide 1st and 2nd line support. Monitor infrastructure availability daily and ensure service are available. Install and configure the application (Antivirus, MS office, internet, 3G). Install, configure and repair printers and telephones, video calling and faxes. Install, maintain and support telephonic system and network cabling. Provide remote desktop support using SCSM. Ensure safe guard and protection of customer data.

ENQUIRIES : Mr A Nandkishore Tel No: (012) 406 7795

POST 20/35 : **SECURITY RISK OFFICER REF NO: DMRE /2125**

This is a re-advert, candidates who are applied previously are encourage to re-apply

SALARY : R173 703 per annum (Level 05)

CENTRE : Eastern Cape: Mthatha Regional Office

- REQUIREMENTS** : Grade 12 certificate and Grade C PSIRA Certificate coupled with minimum of 2 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
- POST 20/36** : **SECURITY RISK OFFICER REF NO: DMRE/2126**
This is a re-advert, candidates who are applied previously are encourage to re-apply
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Northern Cape: Springbok Regional Office
- REQUIREMENTS** : Grade 12 certificate and Grade C PSIRA Certificate coupled with minimum of 2 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