

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. General enquiries may be brought to the attention of Ms T Sibutha Tel No: 012 444 3319 / Mr P Ndlovu Tel No: 012 406 7506/ Mr Donald Mbhokota Tel No: 012 406 7426
- CLOSING DATE** : 10 September 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 copies of qualification(s) including matric/grade 12 certificate, Identity Document, Proof of citizenship if not RSA citizen and a valid driver's licence (where required). The abovementioned copies need not be certified when applying for a post. Requirement for certified copies will only be limited to shortlisted candidates. Applicants are also expected to submit a comprehensive CV with 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 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 30/68** : **REGIONAL MANAGER REF NO: DMRE/2170**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package)
- CENTRE** : KwaZulu-Natal Regional Office, Durban
- REQUIREMENTS** : Bachelor's degree in Geology, LLB, bachelor's degree in environmental science/ Environmental Management , Bachelor of Commerce, bachelor's degree in administration , bachelor's degree in social science, Bachelor Degree in Developmental Studies with minimum of 5 years' experience in middle/

	senior management: Knowledge of: Knowledge of all relevant legislation affecting the mining industry. Policies, procedures and directives. Management principles. Government objective. Skills: Supervision, management and leadership. Verbal and written communication. Motivational, Presentation and Conflict resolution skills, Thinking Demand: Ability to motivate staff to achieve objectives of the branch. Ability to make informed decisions. Ability to analyse and interpret legislative requirement and relevant policies.
<u>DUTIES</u>	: Effective implementation and administration of the Mineral and Petroleum Resource Acts. Implementation and management of effective system and procedures as well as Management of all administration, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plan and Mining and Prospecting work programme / plans and monitoring and evaluation of compliance. Management of land use and ensure rural and urban development through social plan. Mining community relations management and conflict resolution and community capacity building. Ensuring the meaningful economic participation of Historical 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. Implementation of the Mining Charter III. Implementation of National Environment Management Act (NEMA).
<u>ENQUIRIES</u>	: Ms Kobe Tel No: (012) 444 3903
<u>NOTE</u>	: Recommendations/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 Interest
<u>POST 30/69</u>	: <u>REGIONAL MANAGER REF NO: DMRE/2171</u>
<u>SALARY</u>	: R1 057 326 per annum (Level 13), (All-inclusive package)
<u>CENTRE</u>	: Gauteng Region
<u>REQUIREMENTS</u>	: Bachelor's degree in Geology, LLB, bachelor's degree in environmental science/ Environmental Management , Bachelor of Commerce, bachelor's degree in administration , bachelor's degree in social science, Bachelor Degree in Developmental Studies with minimum of 5 years' experience in middle/ senior management: Knowledge of: Knowledge of all relevant legislation affecting the mining industry. Policies, procedures and directives. Management principles. Government objective. Skills: Supervision, management and leadership. Verbal and written communication. Motivational, Presentation and Conflict resolution skills, Thinking Demand: Ability to motivate staff to achieve objectives of the branch. Ability to make informed decisions. Ability to analyse and interpret legislative requirement and relevant policies. Implementation of the Mining Charter III. Implementation of National Environment Management Act (NEMA).
<u>DUTIES</u>	: Effective implementation and administration of the Mineral and Petroleum Resource Acts. Implementation and management of effective system and procedures as well as Management of all administration, financial and personnel matters. Provision of effective environmental management, implementation of Social and Labour Plan and Mining and Prospecting work programme / plans and monitoring and evaluation of compliance. Management of land use and ensure rural and urban development through social plan. Mining community relations management and conflict resolution and community capacity building. Ensuring the meaningful economic participation of Historical 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.
<u>ENQUIRIES</u>	: Ms Malapane Tel No: (012) 444 3930
<u>NOTE</u>	: Recommendations/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 Interest.

OTHER POSTS

<u>POST 30/70</u>	:	<u>DEPUTY DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2172</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (All-inclusive package)
<u>CENTRE</u>	:	Limpopo Regional Office, Polokwane
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Bachelor of Technology degree / Advance Diploma in Development Economics, Social Science, Industrial Science (NQF 7) with minimum of 3 years' experience at Junior Managerial level, Knowledge of: Clear understanding of the Social and labour plan and BBSEE adjudication. Understanding of IDP and LED processes Skills: Strong ability to secure communication between government department, business organisation and institutions. Strong ability to think innovatively, identify development opportunities through recognizing synergies and the drive to initiate developmental initiatives and drive to see through to completion. Strong ability to facilitate workshop, achieve shared vision, set realistic target and initiate and manage projects, Thinking Demand: Recognising viable development linkages and unities. Strong ability to be innovative and exploit synergies within the regulatory framework in order to promote development initiatives. Strong ability to think laterally identify linkage and effectively communicate to establish co-operation between various.
<u>DUTIES</u>	:	Manage and ensure alignment of social and labour with the municipal Integrated Development plans/ Local Economic Development and National Programmes. Manage the adjudication processes of social and labour plan. Manage the implementation of inspection plans. Represent the Department and provide advice on government forum e.g. Provincial Growth Development Strategies, Local Economic Development summit. Ensure effective management of downscaling and retrenchment. Participate in the development and reviewing of policies, act and legislation. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr A Mulaudzi Tel No: (015) 287 4742
<u>POST 30/71</u>	:	<u>SENIOR INSPECTOR: MINING REF NO: DMRE/2173</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (All-inclusive package)
<u>CENTRE</u>	:	Northern Cape Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Bachelor of Technology in mining (NQF 7) PLUS Mine Manager Certificate of Competency with minimum of 3-5 years' experience,: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e. g. Winder, Boilers Plants. Hazard and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Coordinate, conduct and report on underground, shaft and surface audits and inspection on matter relating to ground stability, support explosives, blasting operations and other matter relating to mine safety and take the necessary, enforcement action where necessary. Coordinate, conduct report on investigations into mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development input to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permission and approvals related to mining. Training and develop staff.
<u>ENQUIRIES</u>	:	Mr T Mateta Tel No: 079 983 2024/ 082 459 9277
<u>POST 30/72</u>	:	<u>SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2174</u>
<u>SALARY</u>	:	R869 007 per annum (Level 12), (All-inclusive package)
<u>CENTRE</u>	:	Free State Regional Office, Welkom

REQUIREMENTS

Bachelor's degree/ Bachelor of Technology in mining (NQF 7) PLUS Mine Manager Certificate of Competency with minimum of 3 years junior management experience in mining industry. Driver's licence: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

DUTIES

: Coordinate, conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Coordinate, conduct report on investigations into mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate, conduct and report on testing and licensing of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspection. Coordinate and serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Coordinate and provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals. Provide managerial activities.

ENQUIRIES

: Mr P Nyaqcela Tel No: (057) 391 1373/1371

POST 30/73

: **SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2175**

**SALARY
CENTRE****REQUIREMENTS**

: R869 007 per annum (Level 12), (All-inclusive package)
: North West Regional Office, Klerksdorp
: National Diploma/ Bachelor of Technology/ a Degree in Mine Engineering (NQF 6) PLUS Certificate of Competency for mechanical or electrical engineering with a minimum of 3years junior management experience in the mining industry. Driver's licence: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

DUTIES

: Coordinate, conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Coordinate, conduct report on investigations into mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate, conduct and report on testing and licensing of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspection. Coordinate and serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Coordinate and provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals. Provide managerial activities.

ENQUIRIES

Mr J Melembe Tel No: (018) 487 4300

<u>POST 30/74</u>	:	<u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2176</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive package)
<u>CENTRE</u>	:	North West Regional Office, Klerksdorp
<u>REQUIREMENTS</u>	:	National Diploma /Bachelor of Technology degree/ a Degree in Electrical Engineering or relevant PLUS Certificate Of Competency for Mechanical or Electrical Engineering Mining with minimum of 3 years in the mining industry. Driver's licence: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Coordinate, conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals.
<u>ENQUIRIES</u>	:	Mr J Melembe Tel No: (018) 487 4300
<u>POST 30/75</u>	:	<u>INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2177</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive package)
<u>CENTRE</u>	:	Western Cape Region, Cape Town
<u>REQUIREMENTS</u>	:	A National Diploma/ Degree in Occupational Hygiene or related PLUS Certificate on Mine Environmental Control, coupled with 3 year's experience in mining industry 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr L. Polley Tel No: 082 461 4247
<u>NOTE</u>	:	Recommendation/Note: Appointment will be subject to a pre-medical examination of fitness.
<u>POST 30/76</u>	:	<u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2178</u>
<u>SALARY</u>	:	R733 257 per annum (Level 11), (All-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Free State Region, Welkom
	:	An appropriate Degree/ Bachelor of Technology degree in mining PLUS mine managers certificate of competency, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings, Mine Engineering-Mine Equipment e.g. Winder, Boilers, Plants, etc. ,Hazard identification and Risk Management, Public Service Staff code and DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act, DMR Policy and Staff codes, Management skills, planning leading, organising and controlling, report writing and formulation, good interpersonal relations, analysis and interpretation of accident statistics, be able to recommend mining engineering solutions, negotiation skills, language proficiency, computer skills, Thinking Demands: Innovative thinker, analyse situations carefully, make fair and reasonable decisions, receptive to suggestions and ideas and be able to stay calm and collective during difficult situations.
<u>DUTIES</u>	:	Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Coordinate the investigation, consultation and provision of input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Coordinate and provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr P Nyaqcela Tel No: (057) 391 1373/71
<u>POST 30/77</u>	:	<u>INSPECTOR: OCCUPATIONAL MEDICINE REF NO: DMRE/2179</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (All-inclusive package) Free State Regional Office, Welkom Diploma/Degree in Nursing, Midwifery, Community Health, Occupational Health and Primary Health Care, (NQF 6) with 3 years of experience in mining industry. Drivers 'license Knowledge of: Sound knowledge of both Occupational medical and nursing discipline. Understanding of MHSA and regulations and directives. Understanding general mining practices and occupational health risk associated with. Knowledge of Petrochemical industry diving and equipment, Skills: ability to apply knowledge. Researching skills. Good communicator. Have good investigating skills. Must be computer literate, Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hardworking, loyal and conscientious. Well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hardworking, loyal and conscientious well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament.
<u>DUTIES</u>	:	Conduct and report on underground, and surface audits and inspections on matters relating to where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide of input on mines closure, Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of medical regulations, guidelines and standards related to occupational medicine.
<u>ENQUIRIES</u>	:	Mr P Nyaqcela Tel No: 082 459 2783
<u>POST 30/78</u>	:	<u>INSPECTOR: MINING REF NO: DMRE/2180</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11), (All-inclusive package) Free State Regional Office, Welkom National Diploma/Degree in Mining PLUS Certificate of Competency Mine Managers (NQF 6) with 3 years' experience in mining industry. Drivers 'license. Knowledge: Practical and theoretical knowledge on mining. Legal knowledge. Departmental Directive. Public Service Act and Regulation. Personnel codes

		directive. Skills: Team work. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestion and ideas. Quality control. Compliance with rules and regulation. Discipline, work, ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste money, time, Thinking Demands. Good interpersonal relations, communication verbal and oral organisational, ability to control, interpretation and application of legal matters and policies. Team work, training, negotiation, adaptability, conflict handling. Computer literacy.
<u>DUTIES</u>	:	Conduct and report on underground, and surface audits and inspections on matters relating to where necessary. investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Serve on any necessary board of examiners.
<u>ENQUIRIES</u>	:	Mr P Nyacqela Tel No: 082 459 2783
<u>POST 30/79</u>	:	<u>ASSISTANT DIRECTOR: MINING AND MINERAL POLICY REF NO: DMRE/2181</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree with a minimum of 3 years' experience in the mining and mineral sector. Tertiary qualification in Policy Development would be an added advantage Knowledge of: Policy Development Process. Detailed knowledge of Petroleum sector. Project and Financial Management. Policies /laws governing Mineral Sector. Knowledge of the Mineral and Mining Industry. Knowledge of the policy regime affecting the mineral and mining industry. Government policy and legislation. Public administration and management Skills: Leadership, Planning, Organising, Presentation, Interpersonal, Communication and Negotiation skills. Thinking Demands: Problem solving, Innovative, Analytical and Critical thinking logical.
<u>DUTIES</u>	:	Identify, develop and review existing/ new policies on mining and mineral sector. Conduct secondary research on mining and mineral policy related matters. Identify, consult & collaborate / engage with relevant stake holders and conduct public hearings for public inputs on proposed mining and mineral policies. Conduct mining and mineral policy presentations and present the department at various forums or workshops on mining sector policy related matters. Disseminate information & raise awareness on mining and mineral policy related developments and trends. Monitor and report on the implementation of energy polices and legislations. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr R Muthige Tel No: (012) 444 3842
<u>POST 30/80</u>	:	<u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2182)</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Northern Cape Regional Office, Kimberly
<u>REQUIREMENTS</u>	:	Bachelor Degree/ Bachelor of Technology degree/ Advance Diploma in Social Sciences on Development Economics, Social Science, Industrial Science (NQF7) with minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA, basic knowledge of administrative procedures, basic knowledge of computer, basic knowledge of Previous Mineral Legislations, basic knowledge of Departmental Policy and Mineral Regulation Skills: Analytical capacity, reporting, writing and formulation project management, computer literacy, research and communication, Thinking Demands: Interpretation and implementation of policies, proactivity, decision making, forward planning and ability to work under pressure.
<u>DUTIES</u>	:	Align SLPs with the municipal IDPS/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.
<u>ENQUIRIES</u>	:	Ms M Leqheku Tel No: (053) 807 1700

<u>POST 30/81</u>	:	<u>ENERGY INSPECTOR REF NO: DMRE/2183</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape Regional Office, Cape Town
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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>	:	Mr N Kekana Tel No: (012) 406 7583
<u>POST 30/82</u>	:	<u>PETROLEUM LICENSING ANALYST REF NO: DMRE/2184</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	National Diploma in Business Management, Economics, Accounting, Financial Management or Energy Studies with minimum of 3 years' experience in hydrocarbons related sector 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. Working knowledge of Petroleum and liquid fuels charter and a strategic understanding of the implementation potential and /or constraints Skills: Analytical skills. Convey PPAA knowledge to client on what supporting evidence is required. Organising, Planning and interpersonal skills. Good communication skills. Ability to communicate clearly with the stakeholders in the public and private sector. Thinking Demands: Evaluate and verification of license application.
<u>DUTIES</u>	:	Confirm, validity and clarify applications to ensure that they are complete and in line with prescription of PPAA and related regulation. Evaluate applications, records or documents to gather information about eligibility and liability issues to ensure that the provisions of the section 2B of the regulation. Determine the economic viability of the business (net present value. Conduct re-site visit on request with Regional Director as per Ministerial directive for re-evaluation of an application to verify the need for the retailing operation and determine whether will promote the objective of the PPAA. Determine the level of compliance with the charter when considering license application e. g. unemployment and poverty, promotion of the advancement of historical disadvantage South African, effect to the charter, ownership, control, procurement and employment equity. Assist in handing the ministerial enquiries regarding petroleum product amendment act. Handle enquiries and provide advice with regards to licensing issues. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms P Manthata Tel No: (012) 406 7347
<u>POST 30/83</u>	:	<u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2185</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Free State Regional Office, Kimberley

<u>REQUIREMENTS</u>	:	Bachelor's degree/ Bachelor of Technology degree/ Advanced Diploma in development economics, social science, industrial science with 1-2 years relevant experience. Knowledge: Mineral laws, Socio-economic development issues, social and labour plan, financial management, Human Resource Development and Labour Legislations Skills: Analytical capacity, computer literacy, communication skills, research, report writing and formulation project management Thinking Demands: forward planning, decision making, proactivity, interpretation and implementation of policies.
<u>DUTIES</u>	:	Register and acknowledge receipt of new applications for social and labour plan. Conduct preliminary and final assessments of social and labour plans on and medium scale operations. Coordinate workshops and meetings between the department and clients. Provide administrative support for 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 the clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.
<u>ENQUIRIES</u>	:	Ms K Kewuti Tel No: (057) 391 1302
<u>POST 30/84</u>	:	<u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2186</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08)
<u>CENTRE</u>	:	Northern Cape Regional Office, Kimberley
<u>REQUIREMENTS</u>	:	Bachelor's degree/ Bachelor of Technology degree/ Advanced Diploma in Development Economics, Social Science, Industrial Science with 1-2 years relevant experience. Knowledge: Mineral laws, Socio-economic development issues, social and labour plan, financial management, Human Resource Development and Labour Legislations Skills: Analytical capacity, computer literacy, communication skills, research, report writing and formulation project management Thinking Demands: forward planning, decision making, proactivity, interpretation and implementation of policies.
<u>DUTIES</u>	:	Register and acknowledge receipt of new applications for social and labour plan. Conduct preliminary and final assessments of social and labour plans on and medium scale operations. Coordinate workshops and meetings between the department and clients. Provide administrative support for 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 the clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.
<u>ENQUIRIES</u>	:	Ms M Leqheku Tel No: (053)807 1700