

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
- 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** : 16 August 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 26/61** : **CHIEF DIRECTOR: RENEWABLE ENERGY PROJECTS REF NO: DMRE/2139**
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14), (All-inclusive package)
: Head Office, Pretoria
: A Degree in Engineering / Energy Studies / Environmental Science / Technology Management or Project Management, NQF Level 7, A minimum of 5 years' experience at Senior Managerial level in the Energy Sector with

exposure and understanding of Clean Energy Technologies PLUS the following competencies: Knowledge of: Knowledge and understanding of the energy sector, Knowledge and understanding of the electrical industry supply, Knowledge of clean and renewable energy technologies, Understanding of energy policies, legislations and regulations, Familiar with South Africa's Renewable Energy Policy and, Skills: Project management, analytical, research, general management, action orientation Thinking demands: Problem solving, strategy, policy development, prioritisation, innovation, decision making.

DUTIES : Provide advice on the implementation and interpretation of the statutory framework related to clean and renewable energy. Provide strategic leadership on the expansion of renewable energy in South Africa. Promote the Departments key expertise in the development of efficient clean and renewable energy solutions. Support the Minister and Director-General with the obligations pertaining to clean and renewable energy. Engage and liaise with local international stakeholders on all matters related to clean and renewable energy. Monitor and advice on the activities of industry in terms of all matters related to clean and renewable energy and Manage Staff in the Chief Directorate.

ENQUIRIES NOTE : Mr J Mbele Tel No: (012) 406 7676
 Recommendations: :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 26/62 : **CHIEF DIRECTOR: NUCLEAR, ELECTRICITY AND GAS POLICY REF NO: DMRE/2140**

SALARY CENTRE REQUIREMENTS : R1 251 183 per annum (Level 14), (All-inclusive package)
 : Head Office, Pretoria
 : An appropriate Degree in Nuclear Engineering /Electrical Engineering/Petroleum Engineering /LLB Policy Development Studies with a minimum of 5 years' experience in policy development in Senior Management PLUS SMS pre-entry certificate by NSG, A tertiary qualification in Policy Development would be an added advantage 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 Thinking demands: Innovative, Logical thinker, Ability to analyse information.

DUTIES : 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.

ENQUIRIES NOTE : Ms N Ngcwabe Tel No: (012) 444 3004
 : Recommendations: :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 26/63 : **DIRECTOR: MINING AND MINERAL POLICY REF NO: DMRE/2141**

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

- REQUIREMENTS** : Degree in LLB/ Policy Development Studies with minimum of 5 years' experience in policy development in middle management, PLUS Knowledge of: policy regime governing the mining industry, Knowledge of the policy development process, Understanding and knowledge of the mining and minerals sector, the value chain as well as mineral economics, Understanding of economic and social trends which influence the supply and demand of minerals Government policies and legislation, Public administration and management 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, Financial management skills Thinking demands: Innovative, analytical and creative thinking capabilities.
- DUTIES** : Manage, plan and develop strategic policy directions for delivering major policy initiatives relating to mining and minerals. Manage processes to analyse and evaluate existing policies and formulate future policy options and initiatives for the sector. Lead interactive and consultative processes with stakeholder on the process of developing proposing mining and mineral policies. Manage the development and review of legislation and regulations on mining and minerals policies. Manage the development and review of legislation and regulations on mining and minerals. Ensure effective and efficient management of the Directorate (budgets administrative systems and control, compliance with PPFMA, etc). Provide support/advice to the Director-General, Deputy Minister and Minister on policy related matters. Liaise with mining/mineral regulators in South Africa and other regulators abroad.
- ENQUIRIES** : Ms N Ngcwabe Tel No: (012) 444 3004
- NOTE** : Recommendations: :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 26/64** : **DIRECTOR: INVESTMENT PROMOTION REF NO: DMRE/2142**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate Degree in Economics/International Relations coupled with a minimum of 5 years' experience in international and local investment and trade and investment promotion at middle/senior management level. A Master's degree will be an added advantage PLUS the following competencies: Knowledge of: Knowledge and understanding of macro and microeconomics, Understanding of South Africa's economic policy direction, transform and development agenda, Engage and liaise with local and international investors, Local and international trade and minerals and energy markets, Knowledge of DMRE and government wide policies, functions and programmes, Managerial principles and budget, 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 Demand: Creative, Innovative thinker, Ability to analyse financial information, Logical
- DUTIES** : Ensure full participation on mining, minerals and energy industry of South Africa in shaping the destiny of the industry both globally and the African continent in playing an investment leading role in the international forums. Promote investment projects at local and international investment conferences , pavilions , targeted outward investment missions. Manage and facilitate the investment marketing plans and investment promotions strategy for the sector. Encourage expansions by proving strategic information to investors and identify market opportunities within ining, minerals and energy sector in line with Government plans and priorities. Attend and fully participate in the investment and trading intergovernmental committed meetings and forums. Ensure effective and efficient management of the huma, physical and financial resources of the Directorate.
- ENQUIRIES** : Ms N Ngcwabe Tel No: (012) 444 3004
- NOTE** : Recommendations: :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 26/65

DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2143

SALARY CENTRE REQUIREMENTS

: R1 057 326 per annum (Level 13), (All-inclusive package)
Head Office, Pretoria
An appropriate Degree in Chemical Engineering/ LLB/Policy Development Studies/Petroleum Engineering coupled with a minimum of 5 years' experience in policy development in middle management PLUS a SMS pre-entry certificate by NSG, A tertiary qualification in Policy Development would be an added advantage PLUS the following competencies: Knowledge of: General understanding of the energy sector, Detailed understanding and knowledge of policies and legislation which govern the petroleum sector, Knowledge and understanding of the entire Petroleum value chain and energy economics, understanding of economic and social trends which influence energy supply and demand, Knowledge of the Policy Development Process Skills: Leadership and management skills, Policy Analysis and Development, Decision making capabilities, Organisational and administration skills, Project Management, Strong problem solving, Presentation skills, Financial management skills
Thinking Demand: Innovative, analytical and creative thinking capabilities.

DUTIES

: KRA's: Manage, plan and develop strategic policy directions for delivering major policy initiatives relating to petroleum. Manage processes to analyse and evaluate existing policies and formulate future policy options and initiatives for petroleum. Lead interactive and consultative processes with stakeholders on the process of developing/proposing petroleum policies. Manage the development and review of legislations and regulations on petroleum efficiency and petroleum sectors. Ensure effective and efficient management of the Directorate (budgets), administrative systems and control, compliance with PFMA, etc).

ENQUIRIES NOTE

: Ms N Ngcwabe Tel No: (012) 444 3004
Recommendations: 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 26/66

DIRECTOR: LEGAL AND GOVERNANCE COMPLIANCE REF NO: DMRE/2144

SALARY CENTRE REQUIREMENTS

: R1 057 326 per annum (Level 13), (All-inclusive package)
Head Office: Pretoria
Bachelor of Laws Degree/ Bachelor of Commerce Law with Postgraduate qualification in Corporate/ Company Law or Energy Law with minimum of 5 years' experience in middle managerial level in an SOE related environment
Knowledge of: legislative and policy prescripts relevant to the Departmental and its SOEs. Corporate governance as it applies to the public and private sector as well as Company law, the PFMA. Project Management strategic planning and risk management and strong Legal background
Skills: Organisational skills, interpersonal skills, Computer skills, verbal and written skills, creative and innovation skills. Coordinating and Analytical skills.
Thinking Demands: Logical, creative, objective and innovative thinker

DUTIES

: KRA's: Monitor and report on the Public Entities. Develop and maintain a database of State-Owned Entities board members and stakeholder. Provide legal support and advice to ensure that SOEs comply with all applicable and relevant local and international legal prescripts. Provide the Minister with specialist advice/opinions on all legal and governance matter, improving legislation and regulation as well as compliance. Serve as a liaison between the relevant shareholder, the Department and its SOEs on legal and governance matters. Develop and review annual shareholder compacts. Annual Board performance reviews. Manage the Directorate.

ENQUIRIES NOTE

: Mr L Ganta Tel No: (012) 406 7421
Recommendation: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry

Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

OTHER POSTS

POST 26/67 : **DEPUTY DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2145**

SALARY : R869 007 per annum (Level 12), (All-inclusive package)
CENTRE : Northern Cape Region, Kimberley
REQUIREMENTS : A Bachelor degree/ B-Tech Degree in Advance Diploma in Environmental Management, Natural Science or related with minimum of 3 years' experience at a junior managerial level Knowledge of: integrated environmental management relative to prospecting and mining work programmes, Knowledge of impact assessment remediation and evaluation methods, Knowledge environmental legislation, Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of new computer software available in the market, Knowledge of the principles and application of management Thinking demands: Good negotiation skills, Good research skills, Integration of social, economic, bio-physical and cultural- historical impacts, Personnel Management, Working and creating team work, 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.

DUTIES : Supervise and develop staff. Manage the adequacy of financial provision, rehabilitation of liquidated or incapacitated mines and address and manage legal issues. Manage EIA process (basic assessments, scoping reports EIAR/EMP and listed activities), closure plans and other technical and environmental documents. Monitor compliance, auditing and Performance Assessment. Evaluate environmental risk and manage the closure of mines within the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operative governance. Conduct compliance inspections. Provide managerial actives.

ENQUIRIES : Mr N Zindela Tel No: (053) 807 1700

POST 26/68 : **DEPUTY DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMRE/2146**

SALARY : R869 007 per annum (Level 12), (All-inclusive package)
CENTRE : Free State Region, Welkom
REQUIREMENTS : An appropriate Degree in Law with Company Law and Law of Contract as subjects, coupled with relevant working experience of which 3 years must be at Assistant Director level and a valid driver's license Knowledge of: Mineral and Petroleum Resources Development Act (MPRDA Act 28 of 2002, as amended), Mining Charter, latest developments in case law affecting the mining sector, Public Finance Management Act and National Environmental Management Act Skills: Well-developed written and verbal communication, ability to communicate with clients at high level, advise and make meaningful recommendations to the Regional Manager, Chief-Director, Deputy-Director General, Director General and the Minister concerning mining related matters. Ability to assist, liaise and serve a wide spectrum of professional persons such as attorneys, Town and Regional Planners, Architects, Engineers, Geologist, Surveyors, Senior representative of mining companies, Government Institutions, consultants, interested and affected parties and the public at large. Ability to manage conflict and computer skills, Thinking Demands: Ability to interpret and apply legislation related policies, mainly the Mineral and the Petroleum Resources Development Act, 2002 (Act 28 of 2002) and other relevant laws applicable in mining including the National Environment and Management Act, 1988 (Act 107 of 1998).

DUTIES : Manage the administrative process necessary to grant rights and permits in compliance with the law. Oversee and maintain a categorised database (SAMRAD) to provide information on the status of rights granted and to promote continued access to mineral properties. Monitor the performance and compliance of legal operators and take appropriate corrective action where

required. Perform managerial activities. Manage land use applications. Manage the help desk and evaluate all empowerment transactions to give effect to the objects of the charter and the act.
Ms K Kewuti Tel No: (057) 391 1302

ENQUIRIES

POST 26/69

DEPUTY DIRECTOR: LEGAL COMPLIANCE AND ENFORCEMENT REF NO: DMRE/2147

SALARY CENTRE REQUIREMENTS

R869 007 per annum (Level 12), (All-inclusive package)
Pretoria, Head Office
An appropriate National Diploma in Law/ (Commercial Law) /Chemical Engineering Chemical Science or Energy Studies with at least 3 years' experience at junior managerial level in legal and compliance environment
Knowledge of: Mineral Resources and Energy Industry (in particular the liquid fuels industry), Legal processes in relation to PPAA AND Regulations under the Act, Knowledge of PAJA, Petroleum Product Act, Act, 1977 (Act No, 120 of 1977), Petroleum and energy industry in general, Knowledge of PFMA, Comprehensive and demonstrate, Knowledge of the Petroleum industry in South Africa, Skills: Good communication skills, (written & verbal), Negotiation skills, Project management, Drafting regulations, Presentation skills, Analytical skills, Conflict management, report writing skills
Thinking Demands: Attention to detail, Problem solving, Creativity.

DUTIES

Facilitate the Arbitration, Mediation, information requests and appeals in line with the PPA, PAIA AND PAJA. Determine and set the target for site inspection by all regional energy inspector. Manage the inspectorate services and fuel quality testing activities by establishing trends and dynamics, and provide a report/recommendation, promote the fuel testing quality offered in the country and consolidate the inspection and investigate reports to inform enforcement decisions. Develop standard operating procedures for arbitration, mediation and information request and enforcement procedures in line with relevant and its regulations. Manage public complaints on petroleum products. Provide managerial activities.

ENQUIRIES

Mr N Kekana Tel No: (012 406 7583)

POST 26/70

INSPECTOR: OCCUPATIONAL MEDICINE REF NO: DMRE/2149

SALARY CENTRE REQUIREMENTS

R733 257 per annum (Level 11), (All-inclusive package)
Pretoria, Head Office
An appropriate bachelor's degree in Nursing & National Diploma in Occupational Health or relevant qualification, a qualification in HIV related matters is a bonus with minimum of three years' experience at junior managerial level in the mine industry, occupational medicine/ hygiene field.
Knowledge of: Knowledge of Mine Health and Safety Act and other occupational health related prescripts, Knowledge of the mining sector in South Africa and Internationally, Knowledge of policy developments techniques, Knowledge of TB and HIV in the sector, Knowledge of international legislation and local legislation and interface with mines Health regulations, Knowledge of research processes, Knowledge of the Occupational Health trends and challenges, Knowledge of the Public Service Legislation Skills: Needs to be able to analyse trends and interpret results, Project Management, Networking skills, Presentation and report writing skills, Stakeholder Management, Communication skills, Monitoring and Evaluation, Team player, Analytical skills, Ability to synthesise, Diversity management
Thinking Demands: Be able to make decisions in line with mandates, Need to be able to think on your feet, Need to evaluate outcomes achieved versus planned outcome, Need to be able to analyse and solve complex problems, Need to be able to integrate various information, Needs to be decisive and consult extensively at all levels.

DUTIES

Manage the administration of Medical Appeal as per MHSA Section 20 and Mine closure medical archived reports. Receive annual TB AND HIV/AIDS reports from the Regions, collate, analyse and capture onto System. Oversee the collection and analysis of Medical Surveillance / Hazardous Work Records. Participate in Mine Health and Safety Council Committees and provide advice on Medical related matters. Manage and supervise administrative Staff. Advice and provide technical support to Regions and Mining Industry. Provide internal processes for all regions to assist with uniformity and consistency in the enforcement of the provision of the MHSA.

ENQUIRIES

Dr D Mokoboto Tel No: (079) 872 5047

- POST 26/71** : **INSPECTOR: OCCUPATIONAL MEDICINE REF NO: DMRE/2150**
- SALARY** : R733 257 per annum (Level 11), (All-inclusive package)
CENTRE : Western Cape Region, Cape Town
REQUIREMENTS : An appropriate National Diploma/Degree in Nursing Science, (General Nursing, Midwifery, Psychiatry and Community Health nursing), Degree in Occupational Health Nursing/equivalent qualification as an additional qualification registered with South African Nursing Council (SANC), PLUS the following competencies. Ten years of experience as registered nurse plus a minimum of five years of work experience in occupational health setting. Work experience from the mining industry will be an added advantage. Valid SANC membership. Knowledge of: Knowledge of Mine Health and Safety Act, OSH Act, ODMWA and other Occupational health related legislation, Sound knowledge of both Occupational Health nursing and primary health care. Skills: Good communication, Researching skills, Have good investigating skills, Problem solving skills, Computer literacy, Communication, Ability to communicate verbally and in writing at all levels to mine officials and public
Thinking Demands: Ability to analyse workload and work-related problems and to draft and implement a strategy to ensure an improvement.
- DUTIES** : Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to occupational medicine and take the necessary enforcement action 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. Provide inputs to regional reports, revision of medical regulations, guidelines and standards related to occupational medicine. Collection of occupational medicine statutory data on monthly and annual basis from the mines. Do quality check on occupational medicine statutory data submitted by the mines.
Mr LD Polley Tel No: (021) 427 1000
- ENQUIRIES** :
- POST 26/72** : **EXECUTIVE ASSISTANT REF NO: DMRE/2151**
- SALARY** : R733 257 per annum (Level 11), (All-inclusive package)
CENTRE : Pretoria, Head Office
REQUIREMENTS : An appropriate National Diploma/ Degree in Office Administration/ Office Management and Technology/ Public Administration with minimum of 3 years' experience in administration environment PLUS Knowledge of: Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, Legislation governing Public Entities, Budgeting in the Public Service, Departmental Policies and procedures, Knowledge of Ministerial and Parliamentary Office, Knowledge of Government protocol and Communication Policies in the Public Sector, Labour legislation, Knowledge and understanding of International skills Skills: Project Management, Administration and co-ordination, organisational skills, financial management, report compilation, computer literacy, writing and verbal communication skills, interpersonal skills Thinking Demands: Analyse and evaluate reports, business plans budgets and performance agreements and provide recommendations.
- DUTIES** : Consolidate, oversee and analyse the Branch's budget to ensure delivery in terms of key strategic objectives. Manage and consolidate Branch inputs/reports, follow-up on decisions, agreements/commitments and manage documents. Oversee the organising of workshop/strategic planning sessions as well as performing secretariat functions in meetings. Manage the process of developing performance agreements by the Deputy Director-General and Branch Chief Directors and ensure alignment with Key Strategic Objectives. Identify role players and organise interactions between the Governance and Compliance Branch and other Branches/Chief Directorates in the Department. Scrutinise submissions/reports and make recommendations to Governance and Compliance Branch. Supervise staff.
- ENQUIRIES** : Ms L Makgae Tel No: (012) 406 7876
- POST 26/73** : **ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2152**
- SALARY** : R470 040 per annum (Level 10)
CENTRE : Northern Cape Region, Kimberley

<u>REQUIREMENTS</u>	:	An appropriate Bachelor Honours Degree/ post graduate Diploma in Environmental Management, Natural Science and Minimum of 3 years' experience in the industry PLUS the following competencies Knowledge of: Knowledge of integrated environmental management relative to prospecting and mining work programmes, Knowledge of impact assessment remediation and evaluation methods, Knowledge of environmental legislation, Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of new computer software available in the market, Knowledge of the principles and application of management Skills: Analytical capacity, Computer literacy, Communication, Research, Reporting writing and formulation, Project Management, Good verbal and non-verbal communication skills, Excellent English reading and writing skills Thinking Demands: Pragmatic environmental, problem solving abilities, Innovative thinking abilities. Ability to manage diverse public demands.
<u>DUTIES</u>	:	Evaluate Environmental Management Program plan, Environmental Impact Assessments. Scoping reports, closure plans and other technical and environmental documents and make recommendations thereon. Monitor, inspect, audit and assess environmental performance of mines. Regulate the closure of mines within the stipulated time frames. Identify environmental liabilities for operations and ensure the evaluation of adequacy of financial provision. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the Public. Consult with relevant State Departments and assist clients through promotion of administrative justice. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr N Zindela Tel No: 053 807 1700
<u>POST 26/74</u>	:	<u>ASSISTANT DIRECTOR: MINING AND MINERAL POLICY REF NO: DMRE/2153</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum (Level 10) Head Office: Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Bachelor of Laws Degree or tertiary qualification in Policy Development would be an added advantage with a minimum of 3 years' experience in the mining and mineral sector 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 26/75</u>	:	<u>SECRETARIAT RMDEC REF NO: DMRE/2154</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Limpopo Region: Polokwane
<u>REQUIREMENTS</u>	:	An appropriate tertiary qualification in Administration field or relevant with a minimum of 3 years' experience in the industry, Knowledge of: knowledge and understanding of legislation, policies and work procedures, knowledge of the mining industry, knowledge of the Public Service Legislation including PFMA, knowledge of legislation relating to statutory abroad, knowledge of the MPRDA, knowledge of the National Government Planning Framework, Treasury regulation, Public Service Act and knowledge of Public Law Skills: Organisational skills, communication skills, computer skills, numeric skills, financial management skills, financial accounting skills, financial management and reporting skills, interpersonal skills, leadership skills, monitoring skills,

		evaluation skills, risks management skills, presentation skills, report writing skills, facilitation skills, problem solving skills, administrative skills, liaison skills , Thinking Demands: decision making, information evaluation, creativity, have experience in both creditors and debtors functions, analytical thinker, logical thinker, organisational, planning and administration.
<u>DUTIES</u>	:	Provide inputs in terms of budget for RMDEC and expenditure control. Co-ordinate the appointment and facilitate the remuneration of RMEDC members. Compile and draft recommendations and submissions on decisions taken by the RMDEC. Conduct inspection to determine the validity of objections regrading rights Render secretariat functions to the committee. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr A Mulaudzi Tel No: (015) 287 4742
<u>POST 26/76</u>	:	<u>SECRETARIAT RMDEC REF NO: DMRE/2155</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum (Level 09) Eastern Cape Region: Port Elizabeth An appropriate tertiary qualification in Administration field or relevant with a minimum of 3 years' experience in the industry, Knowledge of: knowledge and understanding of legislation, policies and work procedures, knowledge of the mining industry, knowledge of the Public Service Legislation including PFMA, knowledge of legislation relating to statutory abroad, knowledge of the MPRDA, knowledge of the National Government Planning Framework, Treasury regulation, Public Service Act and knowledge of Public Law Skills: Organisational skills, communication skills, computer skills, numeric skills, financial management skills, financial accounting skills, financial management and reporting skills, interpersonal skills, leadership skills, monitoring skills, evaluation skills, risks management skills, presentation skills, report writing skills, facilitation skills, problem solving skills, administrative skills, liaison skills , Thinking Demands: decision making, information evaluation, creativity, have experience in both creditors and debtors functions, analytical thinker, logical thinker, organisational, planning and administration.
<u>DUTIES</u>	:	Provide inputs in terms of budget for RMDEC and expenditure control. Co-ordinate the appointment and facilitate the remuneration of RMEDC members. Compile and draft recommendations and submissions on decisions taken by the RMDEC. Conduct inspection to determine the validity of objections regrading rights Render secretariat functions to the committee. Provide managerial activities.
<u>ENQUIRIES</u>	:	Ms M Nkangala Tel No: (041) 403 6633
<u>POST 26/77</u>	:	<u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2156</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) Eastern Cape Region, Port Elizabeth Bachelor's degree/ B-Tech degree/ Advanced Diploma in development economics, social science, industrial science with 1-2 years relevant experience PLUS 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 A Fetsha Tel No: (041) 403 6611
<u>POST 26/78</u>	:	<u>ENVIRONMENTAL OFFICER REF NO: DMRE/2157</u>
<u>SALARY CENTRE</u>	:	R316 791 per annum (Level 08) Western Cape Region, Cape Town

REQUIREMENTS : Bachelor degree/ B- Tech degree/ Advanced Diploma in Environmental, Natural Science or related with 1-2 years relevant experience PLUS Knowledge: PLUS the following key competencies: Knowledge of National Environmental Management Act, 1998 (as amended), EIA Regulations, 2014 (as amended), National Environmental Management Waste Act, 2014 (as amended) MPRDA and, previous mining legislation, administrative procedures relating to mining and prospecting, computer programs, mining and prospecting methods, environmental impacts associated with mining and prospecting operations, environmental management best practice, rehabilitation, environmental awareness, environmental management and mitigation measures. Skills: Planning, effective decision making, interpretation and implementation of legislation, policies, computer, presentation, report writing, punctuality Communication: Able to communicate effectively and efficiently both verbally and in writing and utilise the available tools to communicate with all stakeholders (both internally and externally) Creativity: ability to stay abreast of changing legislation and make recommendations on applications in due consideration of the NEMA principles and application of the concept of sustainable development.

DUTIES : Evaluate environmental management plan, Environmental impact assessment, scoping report, closure plans and other technical and environmental documents. Conduct environmental compliance, auditing, Performance assessment, complaints, and closure inspections to promote environmental management in the mining industry. Evaluate the adequacy of financial provision. Consult with relevant state departments and promote co-operative governance. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the public. Regulate the closure of mines within stipulated time frames. Assist clients through promotion of administrative justice.

ENQUIRIES : Mr P Mohasoa Tel No: (021) 427 1014

POST 26/79 : **PETROLEUM LICENSING OFFICER REF NO: DMRE/2158**

SALARY : R316 791 per annum (Level 08)

CENTRE : Gauteng Regional Office

REQUIREMENTS : National Diploma in Business Management, Economics, Accounting, Financial Management or Energy Studies with minimum of 1 years' experience in administrative 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. Working knowledge of Petroleum and Liquid Fuels Charter and a strategic understanding of the implementation potential and constraints thereof Skills: Prior experience in the technical project management, procurement and supplier development crucial. Analytical skills. Convey PPA knowledge to clients and directing client on what supporting evidence is required. Organising, Planning and Interpersonal skills. Good communication skills. Ability to communicate clearly with stakeholders in the public and private sectors. Thinking Demands: Evaluation and verification of license applications.

DUTIES : KRA's: Receive and keep record of petroleum products applications. Verify applications, records, or documents to ensure that they are complete and in line with prescripts of PPA and related regulation. Capture and update licensing applications and data on the licensing information system and keep record thereof in the regional registry. Collect petroleum licensing revenue. Liaise with the relevant stakeholders. Issue petroleum licenses (site, retail, wholesale, and manufacturing. Collect, verify, and capture annual licensing information and print receipt.

ENQUIRIES : Mr T Sethosa Tel No: (012) 406 7795

POST 26/80 : **PETROLEUM LICENSING OFFICER REF NO: DMRE/2159**

SALARY : R316 791 per annum (Level 08)

CENTRE : Eastern Cape Region: East London

REQUIREMENTS : National Diploma in Business Management, Economics, Accounting, Financial Management and Energy Studies with minimum of 1 years administration experience Knowledge of: South African energy and petroleum industries, Petroleum Products Act No. 120 of 1977, as amended and regulations thereto,

Working knowledge of the liquid fuels charter and strategic understanding of its implementation, Working knowledge of regulatory and administrative systems Skills: Good communication skills, Ability to communicate clearly with all stakeholders, Good interpersonal, organising and planning skills Thinking Demands: Evaluation and verification of licence application, Agile, proactive and strategic thinking, problem solving ability, curiosity and willing to learn, ability to work under pressure.

DUTIES : KRA's: Receive & keep records of petroleum products licence applications. Verify applications and all related documents to ensure they are complete & in line with the prescriptions of the Petroleum Products Act & related regulations. Capture and update licence applications and data on the licensing information system and keep records in the regional registry. Issue petroleum licence certificates. Collect, capture and verify annual licence information. Convey Petroleum Products Act knowledge and supporting evidence to all stakeholders. Liaise with all relevant stakeholders.
Mr L Mdungwana Tel No: (043) 703 6000

ENQUIRIES

POST 26/81

PERSONAL ASSISTANT REF NO: DMRE/2160

**SALARY
CENTRE
REQUIREMENTS**

R257 508 per annum (Level 07)
Head Office: Pretoria
An appropriate National Diploma in Office Administration /Office Management and Technology/Public Administration with minimum of 1 year appropriate experience before or after qualification was obtained PLUS the following competencies Knowledge of: Knowledge of the relevant legislation /policies/prescripts and procedures, Basic knowledge of financial administration. Skills: Communication skills, Interpersonal skills, Telephone etiquette, Computer literacy, High level of reliability, Sound organisational skills Thinking Demands: Ability to do research and analyse documents and situations.

DUTIES : Provides secretariat/receptionist support services to the manager. Render administrative support services. Provides support to the manager regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms L Makgae Tel No: (012) 406 7876

POST 26/82

PERSONAL ASSISTANT REF NO: DMRE/2161

**SALARY
CENTRE
REQUIREMENTS**

R257 508 per annum (Level 07)
Head Office, Pretoria
An appropriate National Diploma in Office Administration/Office Management and Technology/Public Administration with minimum of 1 year appropriate experience before or after qualification was obtained PLUS the following competencies Knowledge of: Knowledge of the relevant legislation/policies/prescripts and procedures, Basic knowledge on financial administration. Skills: Communication skills, Interpersonal skills, Telephone etiquette, Computer literacy, High level of reliability, Sound organisational skills. Thinking Demands: Ability to do research and analyse documents and situations.

DUTIES : Provide secretariat/receptionist support service to the manager, Renders administrative support services, Provide support to manager regarding meetings, Support the manager with the administration of the manager's budget, Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Ms B Musi Tel No: (012) 406 7713

POST 26/83

ADMINISTRATION CLERK: TRANSACTIONS REF NO: DMRE/2162

**SALARY
CENTRE
REQUIREMENTS**

R173 703 per annum (Level 05)
Head Office, Pretoria
Grade 12 certificate PLUS Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, Supply Chain Management Framework, LOGIS Skills: Computer literacy, Good verbal and written communication, thinking demands: Problem solving, Creativity, report writing.

DUTIES : Receive invoices from suppliers, log them and forward to users and follow up on certification of receipts for goods and services. Capture and process payments on LOGIS mainframe and (PI) procurement integration. Compile memo to external/internal clients for non-compliance of invoices, maintain invoice register and payment register and the record keeping thereof, expediting of invoices with service providers, Attend to all enquiries from clients (internal and external).

ENQUIRIES : Ms S Bopape Tel No: (012) 444 3022

POST 26/84 : **ADMINISTRATION CLERK: REQUISITION AND ORDER REQUESTS REF NO: DMRE/2163**

SALARY CENTRE REQUIREMENTS : R173 703 per annum (Level 05)
: Head Office, Pretoria
: Grade 12 certificates PLUS Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, Supply Chain Management Framework, LOGIS
: Skills: Computer literacy, Good verbal and written communication. Thinking demands: Problem solving, Creativity, report writing.

DUTIES : KRA's: Receive requisition from Demand Management. Verify allocations and items descriptions. Record requisition register. Capture information on LOGIS. Record order number on order register and forward to all supplier. Attend to all enquiries from clients (external and internal clients).

ENQUIRIES : Ms S Bopape Tel No: (012) 444 3022