

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 012 444 3319 / Mr P Ndlovu 012 406 7506/ Mr Donald Mbhokota 012 406 7426
- CLOSING DATE** : 03 December 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 license (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 41/53** : **CHIEF DIRECTOR: MINERAL & PETROLEUM POLICY REF NO: DMRE/2202**
- SALARY CENTRE** : R1 251 183 per annum (Level 14), (all-inclusive package)
: Head Office, Pretoria

| | | |
|--|---|---|
| <u>REQUIREMENTS</u> | : | A Degree in Policy Development Studies/ Bachelor's Degree in public health / Bachelor's Degree in Occupational Hygiene/ Bachelor's Degree in Occupational Medicine (NQF Level 7) coupled with 5-10 years' experience in senior management, PLUS a certificate in Policy Development, a certificate in Project Management and experience in developing or reviewing policies in the mining and mineral sector with the following competencies Knowledge of: Policies governing the mining and mineral sector, MPRDA, Mining Charter and Mine Health and Safety Act and Petroleum Products Acts. Detailed knowledge of developing and reviewing of policies and legislation. Detailed knowledge of translating relevant research and benchmarking outcomes or new developments to develop and review policies. Detailed knowledge to develop/ review guidelines for mining and energy sectors. Detailed knowledge in legislative processes in Parliament and Cabinet. Understanding of legislative process at intergovernmental Cluster, NEDLAC and other civil organisations. Stakeholder management and consultation. Detailed knowledge of related entities impacting on policy development in the mining and energy sectors. Skills: Leadership and management skills. Planning and Organising skills. Project Management and communication skills. Policy Analysis and Development. Presentation and Computer skills. Thinking Demands: Innovative, analytical and critical thinking logical. Problem Solving. 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. |
| <u>DUTIES</u> | : | Direct policy legislation and regulations development on mining and minerals. Direct policy, legislation, and regulations development on petroleum products. Provide strategic advice on the implementation and application of policies and legislation. Oversee the parliamentary and stakeholder consultation processes during policy and legislative development processes. Monitor development in the sectors and broad legislative framework to ensure that legislations pertaining to mining, mineral and the petroleum industry are in harmonization with developments and policies for mining, mineral and the petroleum sectors. Manage the Chief Directorate. |
| <u>ENQUIRIES</u> | : | Ms N Ngcwabe Tel No: (012) 444 3004 |
| <u>POST 41/54</u> | : | <u>PETROLEUM PRICING SPECIALIST REF NO: DMRE/2203</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R1 057 326 per annum (Level 13), (all-inclusive package) Head Office, Pretoria |
| <u>REQUIREMENTS</u> | : | Master's degree in Finance/ Accounting (with a major in accounting) with minimum of 10 years' experience in the petroleum environment in particular which 5 years' experience must be at middle/senior managerial level Plus the following competencies Knowledge of: practical and theoretical knowledge of the oil industry. Fuel pricing rules, DMRE Petroleum related policies Skills: interpersonal relations, Communication (verbal and oral), Organisational ability control, Interpretation and application of policies and rules, negotiating, adaptability, conflict handling as well as research and analysis. Thinking Demands: Innovative thinker. Creativity and innovative, decision making. Receptive to suggestion and ideas. 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. |
| <u>DUTIES</u> | : | Monitor daily BFP movement and the monthly Fuel Price Media Statement and assist the Directorate Fuel Pricing with any related matter thereto. Ensure that the cumulative State Account administer in accordance to the Slate Levy Regulations and reimbursement are in line with Slate Rules. Administer fuel related levies including but to limited to the illumination paraffin (IP) tracer dye levy, Demand Side Management levy, pipeline levy and Slate Levy. Assist with the finalisation of fuel prices regulations and policies. Administer projects related to fuel price |

administration. Ensure that power to approve payments from the Equalisation Fund re delegated by the minister and co-sign payment from the Equalisation fund. Verify the correctness of the calculation of annual adjustment to the transport tariff differentials culminating from the MDZ System application and the implementation thereof in fuel price structures. Mentor DMRE official on matter pertaining to the petroleum pricing.

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

POST 41/55 : **REGIONAL MANAGER REF NO: DMRE/2204**

SALARY : R1 057 326 per annum (Level 13), (all-inclusive package)
CENTRE : KwaZulu -Natal Regional Office, Durban

REQUIREMENTS : An appropriate bachelor's degree in Mining Engineering, bachelor's degree in Geology, Bachelor of Laws (LLB), bachelor's degree in Environmental Science/ Environmental Management , bachelor's degree of Commerce, bachelor's degree in Administration , bachelor's degree in Social Science, bachelor's degree in Developmental Studies, bachelor's degree of Mine Survey 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 and Government objective. Knowledge of Public Finance Management Act (PFMA) Skills: Supervision, management and leadership. Verbal and written communication. Motivational, Presentation and Conflict resolution skills, Thinking Demand: Assertive, creative and confident approach. Ability to analyse and solve problems. Lead by example. Good time management. Conflict resolution skills. 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

DUTIES : 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).

ENQUIRIES : Ms Kobe Tel No: (012) 444 3903

POST 41/56 : **REGIONAL MANAGER REF NO: DMRE/2205**

SALARY : R1 057 326 per annum (Level 13), (all-inclusive package)
CENTRE : Gauteng Region Office

REQUIREMENTS : An appropriate bachelor's degree in Mining Engineering, bachelor's degree in Geology, Bachelor of Laws (LLB), bachelor's degree in Environmental Science/ Environmental Management , Bachelor of Commerce, bachelor's degree in Administration, bachelor's degree in Social Science, bachelor's degree in Developmental Studies, bachelor degree of Mine Survey 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 and Government objective. Knowledge of Public Finance Management Act (PFMA) Skills: Supervision, management and leadership. Verbal and written communication. Motivational, Presentation and Conflict resolution skills, Thinking Demand: Assertive, creative and confident approach. Ability to

analyse and solve problems. Lead by example. Good time management. Conflict resolution skills. 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

DUTIES : 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.

ENQUIRIES : Ms Malapane Tel No: (012 444 3930)

POST 41/57 : **NUCLEAR POWER REACTOR SPECIALIST REF NO: DMRE/2206**

SALARY : R1 057 326 per annum (Level 13), (an all-inclusive remuneration package)

CENTRE : Head Office, Pretoria

REQUIREMENTS : A/an appropriate Master's degree of Engineering specializing in Nuclear Power PLUS 10+ years' experience in nuclear industry and nuclear technology in particular which 5 years' experience must be at middle/senior managerial level, Plus the following competencies Knowledge of: Thorough knowledge of Nuclear Technology; Nuclear Policy and Legislation; Nuclear Energy in General and Nuclear technology in particular; Government processes; Departmental procedures and protocol. Skills: Computer literacy, Communication skills at Junior management level, Should be able to manage research projects, Should be able to organise and control meetings, workshops etc, Good writing skills are required, Must be able to perform administrative tasks, Interpersonal skills, Thinking Demand: Analytical thinking; Information evaluation. 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 : Represent the Department, advise, liaise and report on all matters related to planning and scoping of the building of new nuclear plants programme; Management and execution of the building of new nuclear plants programme; Support structure required for the building of new nuclear plants programme; Public inputs and environmental impact assessments. Advice and assist management with strategic issues pertaining to the building of new nuclear plants programme. Mentor DMRE officials on matters pertaining to the building of new nuclear Plants

ENQUIRIES : Mr K Maphoto Tel No: (012) 406 7498

OTHER POSTS

POST 41/58 : **SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2207**

SALARY : R882 042 per annum (Level 12), (all-inclusive package)

CENTRE : North West Regional Office, Klerksdorp

REQUIREMENTS : 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 license, 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. Recommendation/Note: Appointment will be subject to a pre-medical examination of fitness.

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 Melembé Tel No: (018) 487 4300

POST 41/59 : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2208**

SALARY : R744 255 per annum (Level 11), (all-inclusive package)
CENTRE : Free State Region, Welkom
REQUIREMENTS : 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 and Regulations & Legal. Hazard identification and risk management. Public Service staff code. DMR Policy Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff code. Management skills, planning, leading, organising and controlling. Report writing and formulation. Good interpersonal relations, Be able to recommend mining occupational hygiene solutions. Negotiation skills. Language Proficiency. Computer skills Thinking Demands: Innovative thinker. Analyse situations carefully. Make fair and reasonable decisions. Receptive to suggestions. Recommendation/Note: Appointment will be subject to a pre-medical examination of fitness.

DUTIES : Conduct and report on underground, shaft and surface audits and inspections on matter relating to occupational hygiene exposures, stressors and other matter 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. Serve on any necessary board of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard and applications of exemption, permissions and approvals related to occupational hygiene.

ENQUIRIES : Mr PH Nyaqcela Tel No: (015) 391 1373

POST 41/60 : **ENERGY INSPECTOR REF NO: DMRE/2209**

SALARY : R477 090 per annum (Level 10)
CENTRE : Western Cape Regional, Cape Town
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 : Mr N Kekana Tel No: (012) 406 7583

POST 41/61 : **ASSISTANT DIRECTOR: TECHNICAL COOPERATION REF NO: DMRE/2210**

SALARY : R477 090 per annum (Level 10)
CENTRE : Head Office, Pretoria

REQUIREMENTS : A/an appropriate Degree in Natural Science (NQF Level 7) with a minimum of 3 years' experience in nuclear industry: Knowledge of: Overview of the nuclear sector, Government in general on issues related to Nuclear Technology , Research, the collection of information and report writing Skills: problem solving skills, report writing and formulation skills, Basic Research Sills, Presentation skills, communication skills , Thinking Demand: An analytical, creative mind with the ability to picture different scenarios of the industry, innovative thinker, receptive to suggestions and ideas.

DUTIES : Conduct Primary and Secondary research of national and international trends and developments on matters relating to Technical Cooperation project and programmes. Coordinate the IAEA Technical cooperation and project and programmes. Promote and market all IAEA Technical Cooperation. Implement the appropriate systems for human resource development, nuclear knowledge management and preservation. Liaise with relevant stakeholders regarding the TC. Process the IAEA nominations, invitations, and scientific visits and experts' missions.

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

POST 41/62 : **PERSONAL ASSISTANT REF NO: DMRE/2211**

SALARY : R261 372 per annum (Level 07)
CENTRE : Free State Region, Welkom

REQUIREMENTS : 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 Knowledge of: Knowledge of the relevant legislation/policies/prescripts and procedures, Basic knowledge on financial administration Thinking demands: Language skills and the ability to communicate well with people at different levels and from different backgrounds, Good Telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level of reliability, Ability to act with tact discretion, Self-management and motivation 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

: Mr PH Nyaqcela Tel No: (015) 391 1373