

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 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 012 406 7506/ Mr Donald Mbhokota 012 406 7426
- CLOSING DATE** : 28 January 2022
- 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 01/24** : **DIRECTOR: LEGAL SERVICES REF NO: DMRE/2212 (X2 POSTS)**
- SALARY** : R1 057 326 per annum (Level 13), (All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : An appropriate law degree, Bachelor's degree in LLB (NQF 7) with minimum of 5 years' experience in middle managerial level: Knowledge of: Legislation. DMRE policies and acts. Public Service Acts and legislation. Legal drafting and interpretation. Research. Court procedure. Skills: Good communication skills. Diplomacy. Negotiation skills. Presentation skills. Research and analytical

skills. Computer skills Thinking Demand: information evaluation, decision - making creativity etc. Fact. Work individual and in a group.

DUTIES : Provide high level legal advice to the Department and the Minister. Developing, drafting and amending different documents (legislation contracts, Legal notices, international agreements, internal policies). Manage the process of Litigation and appeals. Acts as a legal Representative the Department on different committees. Monitor compliance with PAIA and PAJA. Manage the Directorate. 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.

ENQUIRIES : Mr P Alberts Tel No: (012) 444 3288

POST 01/25 : **PRINCIPAL INSPECTOR REF NO: DMRE/2213**

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

CENTRE : Western Cape Regional Office, Cape Town

REQUIREMENTS : Bachelor -Degree in Mining Engineering, Electrical/ Mechanical Engineering (NQF Level 7) Mine Manager's certificate of Competency or certificate of competency for Mechanical or Electrical Engineering (Mines), driver's licence PLUS a minimum of 5 years' experience in senior/middle management level: Knowledge of: Mine Health & Safety Act, Extensive knowledge and experience of both underground and surface mining, Mine Health & safety hazards and risks practical and theoretical knowledge of mining, Legal knowledge, departmental directives. Personnel Code Directive, Public Service Act and Regulations. Skills: Good interpersonal relations, communication, verbal and oral, organizational ability control, interpretation and application of legal matters and policies, team work, Training, Management/ supervision of employees strategic planning & organising interpersonal relations conflict resolution & negotiation self-discipline, Thinking Demand: Receptive to suggestions and ideas, Quality control, Compliance with rules and regulations, Discipline work ethics, financial control, Self-confidence and acceptability, Tactfulness, Organisational ability, Intolerance to waste –money, Time, Honesty, ability to work under pressure, ability to analyse workload related challenges and continuous improve strategy.

DUTIES : Manage the Mine Health and Safety regional directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine and to ensure that the necessary and appropriate enforcement action is taken where necessary. Ensuring the conducting of and reporting on all investigations into mine related accidents and diseases, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Ensure the conducting, testing and licensing of equipment on mines i.e. winders, lifts, chairlifts, boilers and conduct statutory inspections. Ensure the holding of any necessary board of examiners. Provide the necessary reports on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide regional reports, revision of mining legislation, guidelines and standard and applications of exemptions, permissions and approvals. 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

ENQUIRIES : MR T Ngwenya Tel No: 012 444 3756

OTHER POSTS

POST 01/26 : **SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2215**

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

CENTRE : North West Regional Office, Klerksdorp

REQUIREMENTS

National Diploma in Electrical or Mechanical Engineering (NQF 6) PLUS Certificate of Competency for mechanical or electrical engineering with a minimum of 3 years 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. 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 Melembe Tel No: (018) 487 4300

POST 01/27

: **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: DMRE/2214**

SALARY CENTRE

: R744 255 per annum (Level 11), (All-inclusive package)
: Head Office, Pretoria

REQUIREMENTS

: An appropriate National Diploma in Public Administration /Business Administration/ Public Management, Social Science, or any other relevant qualification coupled with 3 years' experience at junior managerial level in a monitoring and evaluation environment. Knowledge: knowledge and understanding of relevant legislation and regulations that govern the Public Service including the PFMA, Treasury Regulations, Public Service Act, Labour Relations Act, PAIA and PAJA. Knowledge of government-wide monitoring and evaluation system. Knowledge of the legislation that is applicable to the mineral and energy sectors. Working knowledge of the South African government's strategic and operational planning, as well as DPSA prescripts with respect to the SDIP. Knowledge of centre of government planning and M&E prescripts. Skills: attention to details, computer literacy, professional verbal and writing skills. Excellent interpersonal skills. Thinking Demands: innovative, self and professionally motivated. Sound and fair decision-making. Data and information analysis and evaluation.

DUTIES

: Implement and maintain, the performance, compliance, reporting, and monitoring and evaluation system of the Department. Provide guidance and advice on the monitoring, evaluation, and reporting framework of the Department. Review departmental strategic, annual, quarterly, and operational plans for consistency with the NDP, MTSF and the SMART principles. Conduct research to inform M&E recommendations and evidence-based planning. Collect internal and external performance information and means of verification. Produce departmental annual report (part B), midterm review, and quarterly performance reports. Provide managerial activities.

ENQUIRIES

: Dr E Bellos Tel No: 0722189631

POST 01/28

: **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2216**

SALARY

: R744 255 per annum (Level 11), (All-inclusive package)

<u>CENTRE REQUIREMENTS</u>	:	Gauteng Region, Braamfontein
	:	National Diploma in mining engineering (NQF 6) PLUS mine managers certificate of competency, with a minimum of 3 years junior management experience in the mining industry 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 MN Madubane Tel No: 084 512 2761
<u>POST 01/29</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT & CHANGE MANAGEMENT REF NO: DMRE/2217</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum (Level 09)
	:	Head Office, Pretoria
	:	A/an appropriate Bachelor of Commerce Industrial and Organisational Psychology / National Diploma: Management Services/ National Diploma in Operations Management PLUS certificate in Job Evaluation Analysis (NQF Level 6) with a minimum of 3 years' experience in a Work Study/ Organisational Development Environment as a Practitioner Knowledge of: have a sound knowledge and understanding of policies, prescripts, regulations, white papers, public administration etc. Work study techniques. Job description and specification. Job evaluation. Staff supervision. Knowledge and understanding of project and change management Skills: Communication, computer , report writing, analytical, basic research, organising, coordinating and planning to listen and interpretation, project management and facilitation, training and motivational skills Thinking Demand: communication, computer, report writing, listening and interpretation, analytical, organising , coordinating and planning skills, problem solving and facilitation.
<u>DUTIES</u>	:	Lead/ undertake organisational and post establishment investigations and advice management in this regard. Lead/ conduct job analysis and job evaluation. Lead/facilitated the implement of operations management framework. Ensure/ administer post establishment. Facilitate/coordinate change management interventions. Ensure/ design forms. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr C Ramoshaba Tel No: (012) 444 3724
<u>POST 01/30</u>	:	<u>ADMINISTRATION CLERK: SAMODD REF NO: DMRE/2218</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05)
	:	Gauteng Region, Braamfontein
	:	Grade 12 (NQF 4). Knowledge of: Administrative processes and policies. Public Services Act Skills: Communication, computer, numeracy and interpersonal skills Thinking Demand: logical, creative thinker, accurate and objective.
<u>DUTIES</u>	:	Capture/ update database for SAMODD. Maintain SAMODD in terms of new registered mine, mine codes and liaise with Head Office Management

ENQUIRIES

Information Services where is necessary. Records and file all occupational medicine records, report and correspondence regarding mines and its employees. Handle general enquiries and provide advice.
Ms N Mosia Tel No: (011) 358 9713