

## 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 this 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** : 28 March 2022
- NOTE** : Applications must be submitted on the new Z83 form, obtainable online from [www.gov.za](http://www.gov.za) and [www.dpsa.gov.za](http://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 (NSG) which can be accessed via this link: <https://www.thensg.gov.za>. Applicants who do not comply with the abovementioned 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 09/65** : **DIRECTOR-GENERAL: MINERAL RESOURCES & ENERGY REF NO: DMRE/2232**
- SALARY CENTRE** : R2 008 212 per annum (Level 16), (all-inclusive package)  
: Head Office, Pretoria

**REQUIREMENTS**

: Appropriate NQF Level 8 as recognised by SAQA, Honours Degree/ Postgraduate Diploma in Public Management/ Administration/ Economics or any other relevant qualifications. a relevant Master's Degree will be an added advantage and 8 – 10 Years' experience in Senior Management Level, which 5 years must have been within public service with a proven track record of successfully leading and managing at Senior management level, in an economic and regulatory department PLUS the following competencies: Knowledge of: In depth understanding and knowledge of the Mining, minerals, energy & petroleum industry, Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act, Knowledge of the regulatory regime affecting the Minerals, Mining, Energy & petroleum industry, Mining, mineral & Energy legislation, Government policies and legislation, Understanding the intricacies of managing change in government organisations and relationships with stakeholders, HR practice & procedures, Administrative procedures, Financial management, Project management, Personnel management, Skills: Ability to execute strategies, Excellent ethical Leadership, Excellent analytical skills, Problem-solving skills, Strong crisis management and conflict mediation skills, Leadership, Management, Planning and Organizing, Project Management, Communication (verbal & written skills), Policy Analysis and Development, Computer, Presentation skills, Interpersonal skills, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Thinking Demands: Problem Solving, Innovative, Analytical, Creativity, Critical thinking logical, A high level of awareness of the economic environment. 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 (NSG) which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**DUTIES**

: Ensure the formulation, maintenance & implementation of the integrated Minerals & Energy policies to promote and encourage investment into the mining and energy industry. Ensure the regulation of the petroleum, Mining and Minerals Industry. Ensure the health and safety of employees in the mines. Ensure that a corporate services function is rendered. Ensure sound financial management in the department. Ensure the Co-ordination of the development of strategic management, monitoring and evaluation services. Manage, co-ordinate and monitor programmes and projects focussed on access to minerals and energy resources. Ensure the provisioning of internal audit services. Ensure the management of the nuclear industry. Ensure the implementation of risk & integrity management strategies and compliance with Acts and policies. Manage the performance of staff reporting directly to the Director-General, including Branch heads & other programmes Managers.

**ENQUIRIES**

: Ms PB Gamede Tel No: 012 444 3550