

**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 012 444 3319 / Mr P Ndlovu 012 406 7506/ Mr Donald Mbhokota 012 406 7426
- CLOSING DATE** : 04 April 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 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.

**OTHER POSTS**

- POST 10/56** : **SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2033**
- 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 Level 6) PLUS Certificate of Competency for mechanical or electrical engineering (mine) 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

**DUTIES** : KRA's: 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 and 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, guidelines and standard and application of exemptions, permission and approvals. Provide managerial activities

**ENQUIRIES** : Mr J Melembe Tel No: (018) 487 4300

**NOTE** : Recommendation/Note: Appointment will be subject to a pre-medical examination of fitness.

**POST 10/57** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2034**

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

**CENTRE** : Free State Region, Welkom

**REQUIREMENTS** : National Diploma in mining engineering (NQF Level 6) PLUS mine managers certificate of competency, with a minimum of 3 years' experience in mining industry. Driver's licence Plus the following competencies 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.

**DUTIES** : /KRA's: Coordinate, 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. Coordinate, conduct report on Investigation into 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. Coordinate and 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. Train and develop staff.

**ENQUIRIES** : Mr P Nyacqela Tel No: (057) 391 1373

**POST 10/58** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2035**

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

**CENTRE** : Free State Region, Welkom

**REQUIREMENTS** : National Diploma in Occupational Hygiene or Environmental Health or Environmental Management (NQF Level 6) PLUS Certificate on Mine Environmental Control, coupled with 3 year' s experience in Occupational Hygiene at least valid Code 08 driver's license Plus the following competencies:

		Knowledge of: Mine Health and Safety Act, Extensive knowledge and experience of both underground and surface mining, Understanding of the Department's policies aimed at optimal utilisation of mineral resources, Basic knowledge of Labour relations and human resources management, Skills: High level management, Risk assessment techniques, Conflict resolution, Negotiation, Planning and organising, Computer literacy, Thinking Demands: Innovative and creative thinking ability.
<b><u>DUTIES</u></b>	:	/KRA's: Conduct and report on underground, shaft, surface audits and inspections on the matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take necessary enforcement actions where necessary. Investigate, inquire and report on mine related accidents, contraventions and complaints. To analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. to investigate, consult and provide inputs on mine closures, prospecting rights, mining rights and permits. EMP's and township development. Provide inputs to regional reports revision of machinery regulations, guidelines and standards. Prepare replies to applications and approvals related to occupational hygiene. Hold inquiries as required by the Act (MHSA) 1996. Participate in Subcommittee and Tripartite structures in the region.
<b><u>ENQUIRIES</u></b>	:	Mr P Nyacqela Tel No: (057) 391 1373
<b><u>POST 10/59</u></b>	:	<b><u>INSPECTOR: OCCUPATIONAL MEDICINE REF NO: DMRE/2036</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11) (All-inclusive package)
<b><u>CENTRE</u></b>	:	Free State Region, Welkom
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma in Nursing, Midwifery, Community Health, Occupational Health and Primary Health Care (NQF Level 6) registered with South African Nursing Council (SANC), coupled with 3 years' experience in Occupational Medicine PLUS the following competencies Knowledge of: Sound knowledge of both occupational Medical and Nursing discipline, understanding of MHSA & Regulations and directives. Understanding general mining practices and occupational health risks associated with, knowledge of petrochemical industry, diving and equipment. Skills: Ability to apply knowledge, Researching skills, Good Communicator, Have good investigating skills, Must be computer literate Thinking Demands: Health and Safety hazard/risks recognise and respond, be able to apply MHSA, dedicated, hardworking, loyal and conscientious, well experienced in Occupational Health on mines and industry, knowledge of offshore oil exploration and diving industry and sound temperament.
<b><u>DUTIES</u></b>	:	/KRA's: 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 mine accidents and trends to determine high risk mining operations and take appropriate action. Investigate, consult and provide input on Mine Closures, Prospecting Rights, Mining Rights and permits, EMPS's and township development. Provide inputs to regional reports, revision of medical regulations, guidelines and standards and applications of exemptions, permissions and approvals related to occupational medicine. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr P Nyacqela Tel No: (057) 391 1373
<b><u>POST 10/60</u></b>	:	<b><u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2037</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11)(All-inclusive package)
<b><u>CENTRE</u></b>	:	Northern Cape, Springbok
<b><u>REQUIREMENTS</u></b>	:	National Diploma in mining engineering (NQF Level 6) PLUS mine managers certificate of competency, with a minimum of 3 years' experience in mining industry. Driver's licence Plus the following competencies 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.
<b><u>DUTIES</u></b>	:	/KRA's: Coordinate, 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. Coordinate, Conduct report on Investigation into 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. Coordinate and 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. Train and develop staff.
<b><u>ENQUIRIES</u></b>	:	Mr T Mateta Tel No: 082 459 2778
<b><u>POST 10/61</u></b>	:	<b><u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2038 (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11)(All-inclusive package)
<b><u>CENTRE</u></b>	:	Gauteng Region, Braamfontein
<b><u>REQUIREMENTS</u></b>	:	National Diploma in mining engineering (NQF Level 6) PLUS mine managers certificate of competency, with a minimum of 3 years' experience in mining industry. Driver's licence Plus the following competencies 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.
<b><u>DUTIES</u></b>	:	/KRA's : Coordinate, 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. Coordinate, Conduct report on Investigation into 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. Coordinate and 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. Train and develop staff.
<b><u>ENQUIRIES</u></b>	:	Mr MN Madubane Tel No: 084 512 2761
<b><u>POST 10/62</u></b>	:	<b><u>INSPECTOR OF MINES: MINE HEALTH AND SAFETY REF NO: DMRE/2039</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11)(All-inclusive package)
<b><u>CENTRE</u></b>	:	North- West, Klerksdorp
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Managers Certificate of Competency with minimum of 3 years' experience in the mining industry. Driver's License Plus the following competencies knowledge of: Practical and theoretical knowledge of mining. Legal Knowledge, Departmental Directives. Public Service Act and Regulations, Personnel Code Directives, Skills: Team work, loyalty towards work, Innovative thinker, Dedication, Receptive to suggestions and ideas, Quality control, Compile with rules and regulations, Discipline, work ethics, financial control, self-confidence and acceptability, Tactfulness, Organisational ability, intolerance to waste money and time Thinking Demands: Good interpersonal relations, Communication: verbal and oral, Ability to control, interpretation and application of legal matters and policies ,Team work, training, negotiating, adaptability, conflict handling, Computer Literacy
<b><u>DUTIES</u></b>	:	/KRA's: Conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosives, 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 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 closures, prospecting rights, mining rights and permits, EMPs, and township development. Provided inputs to regional reports, revision of mining regulations, guidelines and standard and applications of exemptions, permissions and approvals related to mining. Train and develop staff.

**ENQUIRIES** : Mr JW Malembe Tel No:( 018 ) 487 4300

**POST10/63** : **MODELLER REF NO: DMRE/2040**

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

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : An appropriate Degree or equivalent in Mathematics or Computer Science or any Engineering Field or Economics (with econometrics).Energy studies to the above will be an added advantage. Minimum of 3 years' experience at a junior managerial level in modelling (Mathematical and Economic Modelling), Supply Optimisation, Optimisation Models, Technical Report writing, Policy Analysis PLUS, the following competencies Knowledge of: policies and legislations which govern the energy sector, the energy sector with specific understanding of the impacts of various sectors on energy demand, local and global trends and economic drivers which impact on energy demand, and demand and forecasting modelling techniques Skills: energy modelling, mathematical and econometric modelling, Technical report writing skills, translation of concept into mathematical or analytical models, and policy analysis Thinking Demands: Assertive, analytical, self-driven and motivated, mature, attention to details.

**DUTIES** : /KRA: Conduct analysis of various energy supply demand for energy (Understand different demand modelling techniques). Develop and maintain energy demand and supply models. Conduct research on drivers of energy supply demand in various sectors, local and global developments and other key factors and market trends which influence energy demand. Conduct Secondary research on existing and potential energy supply demand options to inform the energy planning process. Analyse impact of energy policies and energy demand side interventions on current and future energy demand and the energy sector. Continually evaluate different energy modelling tools available locally and internationally and adopt best-practice modelling methodologies. Interact with different stakeholders (government, state-owned entities technical experts). Provide managerial activities.

**ENQUIRIES** : Mr T Audat Tel No: (082) 839-9567

**POST 10/64** : **ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2041**

**SALARY** : R477 090 per annum (Level 10)

**CENTRE** : Northern Cape Region, Kimberly

**REQUIREMENTS** : An appropriate Bachelor Degree/ Btech Degree/ Advanced Diploma in Environmental Management/ Natural Science/ Environmental Science (NQF Level 7), with a Minimum of 3 years' experience in the industry. Driver's Licence, 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: 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. Ability to manage diverse public demands.

**DUTIES** : KRA's: 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.
<b><u>ENQUIRIES</u></b>	:	Mr K Mutheiwana Tel No: (053) 807 1700
<b><u>POST 10/65</u></b>	:	<b><u>NUCLEAR ENERGY OFFICER: NUCLEAR SAFETY, LIABILITIES. AND EMERGENCY MANAGEMENT REF NO: DMRE/2042</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 8) Head Office, Pretoria An appropriate Degree in Natural Science (major physical sciences and chemistry) (NQF Level 7) with 1 years' experience in the field of science PLUS, the following competencies Knowledge of: Nuclear policy and legislation, nuclear energy in general, government processes, knowledge of common approaches to legislative and aspects of nuclear liabilities Skills: Communication Skills, computer skills, report writing skills, listening and interpretation, analytical skills, basic research skills, organising, coordinating and planning skills and problem solving skills Thinking Demands: demonstrated sound, judgement in applying, professional expertise to identify problems and contribute to their solution, ability to analyse information ,commitment to the DMRE'S and apply organisational policies and procedures
<b><u>DUTIES</u></b>	:	/KRA: Consolidate nuclear safety, liabilities and emergency management information. Collect information on the methodologies, technologies and good practices for management of nuclear safety, liabilities and emergency impact on our legislation. Provide assistance in the implementation of the nuclear emergency projects to ensure adequate emergency preparedness and response. Participates in the departmental activities towards the convention on nuclear safety, the joint convention, convening on early notification, and convention of assistance in case of an emergency. Liaise with relevant stakeholders regarding the nuclear safety related matters. Provide secretariat support for the directorate safety, and emergency management.
<b><u>ENQUIRIES</u></b>	:	Mr T Pie Tel No: (012) 405 7504
<b><u>POST 10/66</u></b>	:	<b><u>MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMRE/2043</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 8) Eastern Cape Region, Port Elizabeth An appropriate bachelor's degree/ B- Tech Degree/ Advanced Diploma In Law or LLB (NQF Level 7) with a minimum of 1 years' experience in basic administration and legal procedures. PLUS, the following competencies Knowledge of: Basic Knowledge of the MPRDA, Basic Knowledge of previous minerals legislation, Basic knowledge of administration procedures, Basic knowledge of Departmental policy i.r.o Mineral Regulation, Basic knowledge of computer programs, . Skills: Ability to write reports, Ability to write submissions, Ability to conduct meetings, Ability to communicate (written and oral), Ability to act as a mediator between (aggressive) parties. Thinking Demands: Ability to think when exposed to demanding situations.
<b><u>DUTIES</u></b>	:	/KRA: Evaluate and process applications for mineral, prospecting, mining and related rights. Make recommendations and write reports regarding the granting of rights. Carry out site inspections to ensure that the terms and conditions of granted rights are complied with. Assist Clients through the process of administrative justice. .Assist with surface usage applications and evaluation of surface utilization in relation to exploitation of minerals (only where Economic Development Sub directorate has not been established. Evaluate all empowerment transactions to give effect to the object 041) 403 -6622
<b><u>POST 10/67</u></b>	:	<b><u>CHIEF ADMINISTRATION CLERK REF NO: DMRE/2044 (2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 7) Head Office, Pretoria Grade 12 certificate with 3 years' experience in related administration PLUS, the following competencies Knowledge of: Typing with speed as advantage. Computer programs. Policies and procedure. Acts and regulation. HR Policies in depth understanding and knowledge of the mine health and safety. Knowledge of the policy regime affecting the mineral and mining industry Skills: Organisation. Communication at all levels. Typing of official correspondence accurately.

Planning. Computer skills, interpersonal skills. Decision making. Communication and collaboration. Organisational and writing skills.

**DUTIES** : /KRA: Co-ordination and administration of the processes of acceptance and examination for all Government Certificate of Competency. Co-ordinate the examination results process of all written Government Certificate of Competency. Ensure the administration process of printing and packaging GCC examination material and distribution thereof to various Regional offices. Co-ordinate the process of issuing various Government Certificate of Competency for Printing Purpose. Ensure verification process of issued Government Certificate of Competency. Maintain organized file systems for the sub-unit. Supervise and develop staff.

**ENQUIRIES** : Mr P Khunou Tel No: (012) 444 3502

**POST 10/68** : **REGISTRY CLERK REF NO: DMRE/2045**

**SALARY** : R176 310 per annum (Level 5)

**CENTRE** : Eastern Cape Region, Port Elizabeth

**REQUIREMENTS** : Grade 12 certificate or equivalent with 1 year experience PLUS, the following competencies Knowledge of: Registry duties, practices as well as the ability to capture data and operate computer. Working knowledge and understanding of the legislative framework governing Public Services. Knowledge of storage and retrieval procedure in terms of the working environment. Understanding of the registry Skills: Computer, Planning and organisation, Language, Good verbal and written communication skills

**DUTIES** : /KRA: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for achieving and disposal.

**ENQUIRIES** : Ms M Nkangala Tel No: (041) 403 -6633