

**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 representativity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representativity 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 X59, Arcadia, 0007. 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** : 29 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 13/38** : **DEPUTY DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2046**
- SALARY** : R882 042 per annum (Level 12), (all- inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree in Natural Science/ Chemical Engineering/ Process Engineering / LLB (NQF level 7) with minimum of 3 years' experience at a junior management level in the Petroleum Sector PLUS the following competencies: Knowledge of: Policy development process, detailed knowledge of petroleum sector.

		<p>Policies/laws governing the petroleum sector. Knowledge of the petroleum industry. Knowledge of the policy regime affecting the Petroleum industry. Government policy and legislation. Financial Management and Project Management. Public administration and management Skills: Leadership management. Planning and organizing. Project management. Communication (verbal and written skills). Policy analysis and development. Presentation and Interpersonal skills. Influencing, negotiating and computer skills Thinking Demands: Problem solving, innovative, analytical, creativity, critical thinking and logical.</p>
<b><u>DUTIES</u></b>	:	<p>Plan and develop policy initiatives relating to petroleum policies. Analyse and evaluate existing policies and formulate future policy options and initiatives. Interact and consult with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing / proposing petroleum policies. Conduct policy presentations and represent the department at various forums or workshops on the petroleum sector policy related matters. Draft and amend legislation and / or develop and review regulations in relation to the petroleum industry. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the petroleum sector. Provide managerial activities.</p>
<b><u>ENQUIRIES</u></b>	:	Mr MM Mngomezulu Tel No: 012 406 7309
<b><u>POST 13/39</u></b>	:	<b><u>SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2047</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R882 042 per annum (Level 12), (all- inclusive package)  Free State Region, Welkom  National Diploma in Mining Engineering ( NQF level 6) PLUS Mine Managers Certificate of Competency with minimum of 3 years' experience at junior managerial level in the mining. Driver's licence PLUS the key competencies: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification 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.</p>
<b><u>DUTIES</u></b>	:	<p>Coordinate , conduct and report on underground, shaft and surface audits and inspection on matters relating to ground stability, support, explosive , blasting operations and other matter relating to mine safety and take the necessary enforcement action where necessary. Coordinate, conduct report on investigations 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 boards of examiners. Coordinate the investigation, consultation and provision of input on mines closures, prospecting rights, mining rights and permit, EMP's and township development. Provide managerial activities.</p>
<b><u>ENQUIRIES</u></b>	:	Mr P Nyaqcela Tel No: (057) 391 1373/71
<b><u>POST 13/40</u></b>	:	<b><u>SENIOR INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2048</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R882 042 per annum (Level 12), (all- inclusive package)  Mpumalanga Region, Witbank  National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years' experience at a junior managerial level in the mining. 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 identification 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. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully. Make fair and</p>

<b><u>DUTIES</u></b>	:	reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations. Dynamic personality.
	:	Coordinate, conduct and report on underground, shaft and surface audits and inspection on plants, structure, and 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 the testing and licensing of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Coordinate and serve on any necessary boards 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.
<b><u>ENQUIRIES</u></b>	:	Ms N Gogela Tel No: (013) 653 0514
<b><u>POST 13/41</u></b>	:	<b><u>DEPUTY DIRECTOR: SYSTEM APPLICATION REF NO: DMRE/2049</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma in Information Technology/Computer Science/Business Information NQF 6 with minimum of 3 years' experience in software development (i.e. Documents Management Solutions, BI & Data warehouse solutions, system integration etc.), and experience in junior staff management Knowledge of: Understanding of Relational Database Management Systems. Understanding of SDLC Phases and its outputs. Understanding of BI or data warehouse environment. Budget management. Policy development. Strategic Planning. Financial management. Government policies. Project management. Enterprise Architecture (i.e. Togaf). Systems Development Frameworks. Knowledge of ESRI GIS and Magic Software. Understanding experience of modelling languages and frameworks. Risk analysis Skills: Well-versed with most widely utilized programming languages i.e., C#, ASAP.net, Magic 9.4, XPA etc. Excellent managerial, communication and interpersonal relationship skills. Strong leadership and organizational skills. Negotiation and consultation skills. Problem and solving analysis. Creativity and innovation. Technical expertise in advance strategic and business analysis. Change management with knowledge of Public Service and Departmental organizational matters. Regulatory framework for the management of IT in government. Programme management with a service delivery orientation and effective budget management. Client focused. Negotiation and analysis. Change management. Thinking Demand: Accurate. Logical thinker. Creative/Innovative thinker. Objective. Ability to analyse and interpret information. Recommendation/ Note: Candidates will be required to write competency test.
<b><u>DUTIES</u></b>	:	Oversee the activities of the Sub-Directorate. Ensure /develop, maintain, and implement policies and strategies pertaining to business process and information systems. Develop, maintain, enhance, and implement departmental information systems. Manage the Sub-Directorate. Promote the utilization of technology as key enablers for service delivery and transformation. Implement information security protocols and regulations.
<b><u>ENQUIRIES</u></b>	:	Mr K Malefo Tel No: (012) 444 3086
<b><u>POST 13/42</u></b>	:	<b><u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2050 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Mpumalanga Region, Witbank
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years in the mining. 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 identification 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.

<b><u>DUTIES</u></b>	:	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.
	:	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. Investigate and report on 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. Test and license and report thereon of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals.
<b><u>ENQUIRIES</u></b>	:	Ms N Gogela Tel No: (013) 653 0514
<b><u>POST 13/43</u></b>	:	<b><u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2051</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Mpumalanga Region, Witbank
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team-work. Loyalty towards work. Innovative thinker. Dedication. 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. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Team-work. Training, negotiation, adaptability, conflict handling and computer literacy.
<b><u>DUTIES</u></b>	:	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. Investigate and consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Ms N Gogela Tel No: (013) 653 0514
<b><u>POST 13/44</u></b>	:	<b><u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2052</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	KwaZulu-Natal Region, Durban
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years in the mining. 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 identification 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** : 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. Investigate and report on 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. Test and license and report thereon of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals.

**ENQUIRIES** : Ms M Sebitloane Tel No: (031) 335 9626

**POST 13/45** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2053**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive package)  
**CENTRE** : KwaZulu-Natal Region, Durban  
**REQUIREMENTS** : National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Team-work. Loyalty towards work. Innovative thinker. Dedication. 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. Thinking Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Team-work. Training, negotiation, adaptability, conflict handling and computer literacy.

**DUTIES** : 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. Investigate and consult and provide input on mine closures, prospecting rights, mining rights and permits, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining. Provide managerial activities.

**ENQUIRIES** : Ms M Sebitloane Tel No: (031) 335 9626

**POST 13/46** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2054**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive package)  
**CENTRE** : KwaZulu-Natal Region, Durban  
**REQUIREMENTS** : National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF level 6) PLUS Certificate on Mine Environmental Control, coupled with 3 years' s experience in occupational hygiene. Driver's license. Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Hazard identification and risk management. Public Service Staff Code. DMRE Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Be able to recommend mining occupational hygiene solution. 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** : Conduct and report on underground, shaft and surface audits and inspection 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 accident, 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 boards of examiners. Investigate, consult, and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.

**ENQUIRIES** : Ms M Sebitloane Tel No: (031) 335 9626

**POST 13/47** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2055**

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

**CENTRE** : Northern Cape Region, Kimberley

**REQUIREMENTS** : National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF level 6) PLUS Certificate on Mine Environmental Control, coupled with 3 years' s experience in occupational hygiene. Driver's license. Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Hazard identification and risk management. Public Service Staff Code. DMRE Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Be able to recommend mining occupational hygiene solution. 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** : Conduct and report on underground, shaft and surface audits and inspection 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 accident, 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 boards of examiners. Investigate, consult, and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.

**ENQUIRIES** : Mr T Mateta @ 079 983 2024

**POST 13/48** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2056**

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

**CENTRE** : Northern Cape Region, Kimberley

**REQUIREMENTS** : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years in the mining. 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 identification 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** : 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. Investigate and report on 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. Test and license and report thereon of equipment on mines, winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard and application of exemptions, permission and approvals.

**ENQUIRIES** : Mr T Mateta @ 079 983 2024

**POST 13/49** : **ASSISTANT DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2057**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An appropriate Degree in Chemical Engineering / Process Engineering, Natural Science/ LLB (NQF level 7) with a minimum of 3 years' experience in the petroleum sector PLUS the following competencies: Knowledge of: The policy development process, detailed knowledge of petroleum sector, Policies/laws governing the petroleum sector, Knowledge of the petroleum industry, Knowledge of the policy regime affecting the Petroleum industry, Government policy and legislation, Financial Management, Project Management Skills: Leadership, management, planning and organizing, Communication (verbal and written skills), Policy analysis and development, Presentation skills, Interpersonal skills, communication skills, influencing skills and negotiating skills, Computer skills Thinking Demands: Problem solving, Innovative, Analytical, Creativity, Critical thinking.

**DUTIES** : Identify, develop and review existing/new policies in the petroleum sector. Conduct secondary research on petroleum policy related matters. Conduct policy presentations and represent the department at various fora or workshops on the petroleum sector policy related matters. Identify, consult and collaborate/ engage with relevant stakeholder and conduct public inputs on proposed petroleum policies. Disseminate information and raise awareness on petroleum policy related development/trends. Monitor and report on the implementation of petroleum policies and legislation. Provide managerial activities.

**ENQUIRIES** : Ms V Mahotas Tel No: 012 406 7442

**POST 13/50** : **ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMRE/2058**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Mpumalanga Region, Witbank  
**REQUIREMENTS** : Bachelor's degree/ Bachelor of Technology / Advanced Diploma in Laws or LLB (NQF level 7) with minimum of 3 years experiences in the industry. Driver's licence PLUS the following competencies Knowledge of: Knowledge of MPRDA. Basic knowledge of previous mineral legislation. Basic knowledge of administration procedures. Basic knowledge of Departmental policy in regards of Mineral Regulation. Basic knowledge of computer programs. Skills: Ability to write report and submission. Ability to conduct meetings. Ability to communicate – written and oral. Ability to act as Mediator between parties Thinking Demands: Able to think when exposed to demanding situations.

**DUTIES** : Administer the administrative process for each right or permit application in compliance with Laws. Research potential conflict between applications, prior rights, and land usage to advise in the decision- making process. Ensure the arrangements for the payment of royalties and prospecting fees to the state in accordance with the law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure / Process surface usage applications and evaluate surface utilization in relation to the exploitation of mineral (only where Economic Development Sub- Directorate has not been established). Assist clients through the process of administrative justice. Provide managerial activities. Evaluate all empowerment transactions to give effect to the charter and the Acts.

**ENQUIRIES** : Mr A Tshivhandekano Tel No: (013) 653 0500

**POST 13/51** : **ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2059**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Gauteng Region, Braamfontein  
**REQUIREMENTS** : Bachelor degree/ Bachelor of Technology degree/ Advance Diploma in Social Sciences on Development Economics, Social Science, Industrial Science ( NQF level 7 ) with minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA, basic knowledge of administrative procedures, basic knowledge of computer programmes, basic knowledge of Previous Mineral Legislations, basic knowledge of Departmental Policy and

- Mineral Regulation Skills: Analytical capacity, reporting, writing and formulation project management, computer literacy, research and communication, Thinking Demands: Interpretation and implementation of policies, proactivity, decision making, forward planning and ability to work under pressure.
- DUTIES** : Align SLPs with the municipal IDPS/LED programmes to ensure sustainable projects. Adjudicate the process of Social and Labour Plan for mining right applications. Design and implement inspection programme. Attend community and other stakeholders meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.
- ENQUIRIES** : Mr T Mnisi Tel No: (011) 358 9780
- POST 13/52** : **ASSISTANT DIRECTOR: SYSTEMS APPLICATIONS REF NO: DMRE/2060**
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A National Diploma in Information Technology/Computer Science/Business Information or any IT related qualification NQF6, minimum of 3 years' experience in System Development/ Information Technology environment. Magic 9.4 /XPA programming experience will be added advantage, Knowledge: Change management process. Project management. Government policies. Project/Programs in DMRE. Applications development tools and techniques. System Analysis. Agile SDLC. Applications design and development framework. System Development frameworks and system testing. Skills: Client focus. Creativity and innovation, analytical thinking and problem solving, attention to details. Time management, ability to learn, ability to work as a team player. Programming skills. Research skills. Thinking Demands: Ability to analyse and interpret information. Logical Thinker. Creative/Innovative thinker, Objective and open minded. Technical expertise in Application Development. Accurate. Recommendation/ Note: Candidates will be required to write competency test.
- DUTIES** : Ensure/Develop and maintain information systems (custom-made systems, web-based system). Implement departmental information systems. Ensure systems support and maintenance is provided. Procurement of ICT Application. Draft, maintain and implement policies and strategies pertaining to information system and the departmental websites. Provide managerial activities.
- ENQUIRIES** : Mr K Malefo @ (071) 475 8433
- POST 13/53** : **ASSISTANT DIRECTOR: TRAVEL MANAGEMENT REF NO: DMRE/2061**
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : A tertiary qualification in Financial Management / Accounting / Auditing at (NQF Level 7) with minimum of 3 years supervising experience in salaries/ S&T management PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulation. Basic Condition of Employment Acts, Basic Accounting System, PERSAL Skills: Computer literacy, financial, good and written communication. Ability to communication at all levels Thinking Demands: Problem solving, creativity, ability to negotiate, report writing.
- DUTIES** : Monitor implementation of the policies, procedures and other relevant prescripts on all salary and BAS related transactions. Monitor the book out register to ensure the S&T claims, advances and other transactions are correctly and timely executed and outstanding transactions are followed up. Co-ordinate and respond to Auditors (internal and external) issues /enquiries. Compile monthly statistics and reports. Oversee/review fruitless expenditure and advances recovery process. Provide managerial activities.
- ENQUIRIES** : Mr C Matseba Tel No: 012 406 7729
- POST 13/54** : **EMPLOYMENT RELATIONS PRACTITIONER REF NO: DMRE/2062**
- SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma in Labour Relations /Labour Law (NQF level 6) with minimum of 1 year administrative experience in labour relation environment. Drivers license PLUS the following competencies: Knowledge of: Departmental Policies, Codes, Practices and Programmes, Knowledge of LRA, 1995 and



other applicable legislation Skills: Policy analysis and design, analytical skills, written and verbal communication skills, computer skills, report writing skills, presentation and facilitation skills Thinking Demands: Investigative instinct, conflict resolution, information evaluation creativity, use initiative, tolerance of ambiguity.

**DUTIES** : Investigate and handle misconduct and grievance cases, represent the Department in conciliation and arbitration. Facilitate departmental bargaining chamber and Policy Task Team meeting (PTT). Provide support and expert advice to managers regarding the management of discipline and resolution of grievances. Conduct workshops and presentations to managers and employees on labour relations related matters. Provide administrative support.

**ENQUIRIES** : Ms G Makhubele Tel No: 012 444 3553

**POST 13/55** : **ADMINISTRATION OFFICER: SUPPLIER ADMINISTRATION REF NO: DMRE/2063**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma/ Degree in Public Procurement / Supply Chain Management/ Operations Management/ Purchasing/ Logistics Management (NQF level 6) with a minimum of 3 years' experience as an Administration Clerk in Supply Chain Management (Supplier Administration) PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, LOGIS Skills: Computer literacy, financial, good verbal and written communication, ability to communicate at all levels Thinking Demands: Problem solving, creativity, ability to negotiate, report writing.

**DUTIES** : Scrutinize and verify purchase request and supporting documents. Ensure that supplier database is updated and maintained. Ensure rotation of suppliers. Ensure proper record keeping and update of supplier documents. Render secretariat functions to the committee. Supervise and develop staff.

**ENQUIRIES** : Ms N Zingwevu Tel No: 012 444 3055

**POST 13/56** : **SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2064**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : KwaZulu-Natal Regional Office, Durban  
**REQUIREMENTS** : Bachelor's degree/ B-Tech degree/ Advanced Diploma in Development Economics, Social Science, Industrial Science ( NQF level 7) with 1 years relevant experience. Driver's licence. 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.

**DUTIES** : Register received 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.

**ENQUIRIES** : Mr N Mahala Tel No: (031) 335 9617

**POST 13/57** : **MINE ECONOMIST REF NO: DMRE/2065**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Northern Cape Regional Office, Kimberley  
**REQUIREMENTS** : Bachelor's degree/ B-Tech degree/ Advanced Diploma Mining Engineering / Mine Survey / Geology/ Accounting/ Auditing and Mine Economics with mine valuation as subject (NQF level 7) with 1-year suitable experience. Driver's licence. Knowledge: Understanding of Government policy and procedures, regarding valuation of mine ad asset valuation. Understand the legal requirements related to mining o and applications. In depth mining technical knowledge. In depth economic knowledge. Management principle. Ability to

analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational costs related to mining methods and processing plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Communication between government departments, business organisations and institutions at executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Thinking Demands: Recognising viable business opportunities. Evaluation of viability of mining operations. Applying various resource valuation methods. Awareness of State's goals and objective compared to the business objectives. Valuation of mineral resources and mining projects. Management skills. Budget control. Understanding ore flow and accounting systems and internal economies of mines.

**DUTIES** : Assist in the Adjudication of financial and technical ability on applications for prospecting and mining rights in terms of the MPRDA as well as sustainability of mining operations .Conduct compliance inspection on all prospecting and mining operations where rights are granted in terms of the MPRDA. Handle enquires regarding prospecting work programmes and mining work programme applications and provide advice thereon. Provide administrative task for the Sub-directorate (e.g., filling of operational plans) Monitor the submission of annual audited financial reports or statements and statistical returns in terms of section 28 (2) and (b) of the MPRDA. Monitor and evaluate annual prospecting progress reports.

**ENQUIRIES** : Mr N Kika Tel No: (053) 807 1700

**POST 13/58** : **APPLICATION DEVELOPER REF NO: DMRE/2066**

**SALARY** : R261 327 per annum (Level 07)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : A National Diploma in Information Technology / Computer Science/ Business Information (NQF 6) with minimum of one year experience in software development PLUS the following competencies Knowledge: Relational Database Management system. Understanding of Agile SDLC Phases. Fundamentals of programming languages Skills: Programming skills, Analytical thinking and Problem solving, Attention to detail, Communication skill, Time management, Ability to learn, Ability to work as a team player, Thinking Demands: Logical thinker, Creative /Innovative thinker, Objective and Open minded, Accurate, Ability to analyse and interpret information. Recommendation/ Note: Candidates will be required to write competency test.

**DUTIES** : Develop and maintain information systems (custom-made systems, web-based system). Develop technical designs documents. Test the ICT applications. Configure and deploy ICT applications. Provide continuous support and advice to users. Provide input in the development of standards towards ICT applications.

**ENQUIRIES** : Mr K Malefo Tel No: (041) 403 6634

**POST 13/59** : **RECEPTIONIST REF NO: DMRE/2067**

**SALARY** : R176 310 per annum (Level 05)

**CENTRE** : Gauteng Region, Braamfontein

**REQUIREMENTS** : Grade 12 with 1 year relevant experience PLUS the following competencies: Knowledge of: Typing with speed as an advantage, Computer programs, Departmental Policies and procedures, Act and Regulation Skills: Organizing, computer literacy, communication at all levels, typing of correspondence accurately. Drafts memorandums, minute taking, planning, numerical, telephone etiquette, able to deal with different people e.g. Religion, background Culture, Thinking Demands: Able to make sound decisions in situations where needed, Able to use own initiative, be able to work unsupervised, be able to convey information to and from clients correctly.

**DUTIES** : Answer and route incoming calls. Take messages and route message to relevant officials. Operate telecommunication equipment. Maintain telephone directory. Provide information to caller using reference files. Do bookings for travelling and accommodation.

**ENQUIRIES** : Ms D Mokgwasi Tel No: (011) 358 9780