

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its 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 71 Trevenna Campus, Cnr Meintjies and Francis Baard Street, Pretoria as well as 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** : 23 May 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 16/91** : **CHIEF DIRECTOR: COMMUNICATION MANAGEMENT**
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A Bachelor's Degree in Marketing/Communication/ Public Relations, Journalism, Media Studies (NQF 7) with minimum of 5 years' experience at senior management level in communication field. Valid driver's licence. Knowledge of: Internal and External Liaison, Knowledge Management, Publications, Advertising and Branding, Knowledge and understanding of

DMRE strategy, policies, functions, projects etc. Policy development, Strategic Planning, Financial management, Project management, Government policies, Project/programs in DMRE and National Economic and Development Strategy. Skills: Communication skills (verbal and written), Management and organizational skills, Computer skills, Creativity and innovation, Interpersonal skills, Analytical skills, Numerical, Organising and Co-ordination, Facilitation and Implementation, Well-developed interpersonal relationships at all levels, Financial management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management, Policy development and implementation, Editing and translation Skills. Thinking Demand: Logical, Creative/Innovative thinker, Objective, Accurate and Diplomatic. Recommendations/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interest.

DUTIES : Development and implementation of an integrated communications strategy and policies that supports the Department. Oversee the provisioning of internal communication, branding, marketing, events planning & management and stakeholder relations to the Department. Oversee digital platforms, media liaison & monitoring services including preparing media reports and press releases. Conceptualise and write content & corporate literature. Serve as Departmental Spokesperson. Manage the Chief Directorate.

ENQUIRIES : Ms H Mhlongo Tel No: 012 406 7632
NOTE : Females and persons living with disabilities are encouraged to apply.

OTHER POST

POST 16/92 : **EXECUTIVE ASSISTANT: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: MINERALS AND PETROLEUM REGULATION**

SALARY : R744 255 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate National Diploma in Office Administration/ Office Management and Technology/ Public Administration. A minimum of three years working experience in administration environment. Knowledge: Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, Legislation Governing Public Entities, Budgeting in the Public Services, Departmental Policies and Procedures, knowledge of the functioning of a Ministerial and Parliamentary Office, knowledge of government protocol and communication policies in the public sector, labour legislation, knowledge and understanding of international liaison and knowledge of special projects/ programmes in the energy sector. Skills: Management, project management, administration and coordination, organisational skills, financial management, report compilation, computer literacy, writing, verbal and communication skills, presentation skills and good people skills. Thinking Demands: analyse and evaluate reports, business plans, budgets and performance agreements and provide recommendations.

DUTIES : Consolidate, oversee, and analyse the Branch's budget to ensure delivery in terms of key strategic objectives. Manage and consolidate Branch inputs/reports, follow-up on decisions, agreements/commitments and manage documents. Oversee the organising of workshops/ strategic planning sessions as well as performing secretariat functions in meetings. Manage the process of developing performance agreements by Deputy Directors-General and Branch Chief Directors and ensure alignment with Key Strategic Objectives. Identify role players and organise interactions between the Mineral and Petroleum Regulations Branch and other Branches/ Chief Directorates in the Department. Scrutinise submissions/ reports and make recommendations to the Mineral and Petroleum Regulations Branch. Supervise and develop staff.

ENQUIRIES : Mr T Maqubela Tel No: 012 406 7668
NOTE : Indian, Coloured and white male candidates are encouraged to apply.