

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 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 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** : 10 June 2022
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is 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), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application, failure to do so, will result in the job application being disqualified. Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. If an invitation for 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, criteria for shortlisting will depend on the proficiency of the applications received. Applicants must note that personnel suitability checks (PSC) will be conducted on the short-listed applicants, therefore will be required to give consent in terms of the POPI Act in order for the Department to conduct this exercise. PSC includes security screening and vetting, qualification verification, criminal records, financial records checks. With regard to SMS posts, 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 any advertised post at any stage of the recruitment process.

MANAGEMENT ECHELON

- POST 19/65** : **DEMAND MODELLING SPECIALIST REF NO: DMRE/2069**
- SALARY** : R1 073 187 per annum (Level 13), (all- inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Master's degree or equivalent in Mathematics or Applied Mathematics or Computer Science or any Engineering field or Economics (with econometrics).Energy studies in addition to above will be an added advantage with minimum of 5 years' experience at middle/ senior managerial / in modelling (Mathematical and Econometric Modelling) Demand Modelling, Profiling and

Forecasting , Technical Report writing, Policy Analysis Knowledge of: Detailed understanding of policies and legislations which govern the energy sector. Knowledge of the energy industry and the entire energy valley chain. Understand of all energy demand sectors. Understanding of economic and social trends which influence energy demand. Understanding of global trends and economic drivers which impact on energy demand. Understanding of various energy technologies Skills: Energy modelling Mathematical and econometric modelling. Technical report writing. Translation of concept into mathematical or analytical models. Policy analysis. Demand modeling profiling, projection and forecasting. Thinking Demands: Assertive, analytical, self - driven and motivated, mature attention to details.

DUTIES : Provide a specialist service pertaining to energy demand modelling. Provide expert advice to management on strategic direction regarding energy demand matter. Mentor departmental staff on energy supply options matters. Manage the Directorate.

ENQUIRIES : Mr T Audat at 082 839 9567

OTHER POSTS

POST 19/66 : **DEPUTY DIRECTOR: SECURITY OPERATIONS REF NO: DMRE/2070**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Security Management / Administration / Criminal Justice/ Criminology / Law/ Policing/ Correction Management / Forensic Sciences. Grade B PSIRA Certificate, Code 08 Drivers' Licence with minimum of 3 years' experience at junior managerial role in security management PLUS the following competencies: Knowledge of: Fire prevention / fighting. First aid. MISS. MPSS. Security Technology. Security legislation, policies and procedures. Access control procedures. Safety precautions. Security Registers. Electronic security systems. Knowledge and understanding of DMRE policies, functions, projects, etc. Policy development, Financial and project management. Government policies. Project / programs in DMRE Skills: Communication (verbal and written skills). Well -developed interpersonal relations Thinking Demands: Information evaluation. Decision -making. Creativity and innovation. Creativity and Analytical. Problem -solving. Organising and planning.

DUTIES : Ensure /develop, review, and implement security operations measures, policies, to protect personnel assets and information of the Department. Provide Security Operations services and ensure implementation of Minimum Physical Security Standard (MPSS) in the Department. Administer the provision of physical security services within the department. Monitor compliance of the Department with the Minimum Information Security Standard (MISS). Manage the Sub-directorate.

ENQUIRIES : Mr N Nchocho Tel No: 012 444 3039

POST 19/67 : **DEPUTY DIRECTOR: SECURITY ADMINISTRATION REF NO: DMRE/2071**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Information Technology/ Computer Science/ Computer Systems Engineering (NQF 6) with a minimum of 3 years' experience at Junior Managerial level in Network Technical/ Science experience and extensive experience in IT software PLUS the following competencies: Knowledge of: Ability to priorities and complete work under deadlines. Ability to develop and deliver presentations. Ability to create, compose and edit written materials. Intensive knowledge of system analysis principles and practice. Skills: Excellent managerial, communication and interpersonal relationship skills. Strong leadership and organizational skills. Negotiation and consultation skills. Problem solving and analysis. Strategic capability and change management. Creativity and innovation. Management and expertise in all areas of information technology. Technical expertise in advance strategic and business analysis. Change management with knowledge of Public Service and Departmental Organisational matters. Regulatory framework for the management of IT in government. Programme management with service delivery orientation and effective budget management. Thinking Demands: Technical expertise in advance strategic and business analysis. Change management with

knowledge of Public Service and Departmental organisational matters. Budget management and policy development. Strategic planning and financial management. Project management and government policies. Project / programs in DMRE.

DUTIES : Oversee/ develop and review ICT security policies, procedures, strategies and guidelines. Develop framework for ICT applications. Administer compliance of ICT security control measures within the Department. Manage the installation latest security patches within the Department. Manage the implementation of ICT disaster recovery plan. Manage the Sub-directorate

ENQUIRIES : Mr M Shuping Tel No: 012 406 7711

POST 19/68 : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2072**

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.

DUTIES : 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.

ENQUIRIES : Mr P Nyaqcela Tel No: (057) 391 1373

POST 19/69 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2073**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Northern Cape Region, Springbok
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 : 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 T Mateta at 082 459 2778

POST 19/70 : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2074**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Limpopo Region, Polokwane
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 SM Jivhuho Tel No: (015) 287 4705

POST 19/71 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2075**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Mpumalanga Region, Witbank
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 N Gogela Tel No: (013) 653 0514

POST 19/72 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2076**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Eastern Cape Region, Port Elizabeth
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 : Mr T Doyle at 082 445 6894

POST 19/73 : **INSPECTOR: OCCUPATIONAL MEDICINE REF NO: DMRE/2077**

SALARY : R744 255 per annum (Level 11), (all- inclusive package)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Mr T Doyle at 082 445 6894

POST 19/74 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DMRE/2078**

SALARY : R321 543 per annum (Level 08)

CENTRE REQUIREMENTS : 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 1 years' experience in a Work Study and Organisational Development Environment Knowledge of: basic knowledge and understanding of policies, prescripts, regulations, white papers, public administration etc. Work study and work study techniques: information gathering and analysis, effective procedures & method, basic research, problem solving, design /redesign of processes forms etc. Organizational development and Job descriptions and specifications .Development of organisational structures Skills: Analytical & problem-solving skills. Communication and computer skills. Report writing and formulation. Organising, Planning and co-ordinate skills. Basic research and negotiation skills. Ability to listen and interpret. Facilitation skills Thinking Demand: communication, computer, report writing, listening and interpretation, analytical, organising, coordinating and planning skills, problem solving and facilitation. Training and motivational skills.

DUTIES : Undertake organisational and post establishment investigations and advice management in this regard. Conduct job analysis and job evaluation. Facilitated the implement of operations management framework. Administer post establishment. Facilitate / coordinate change management interventions. Design forms for the DMRE.

ENQUIRIES : Mr C Ramoshaba Tel No: (012) 444 3724

POST 19/75 : **JUNIOR NETWORK ADMINISTRATOR REF NO: DMRE/2079**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Head Office, Pretoria
: National Diploma in Information Technology Management (NQF 6) with minimum of 2 years in network technical experience and experience in IT software Drivers licence PLUS, the following competencies Knowledge of: Ability to prioritise and complete work under deadlines. Ability to develop and deliver presentations. Ability to create, compose and edit written materials. Intensive knowledge of system analysis principles and practice Skills: Good communication and interpersonal relationship skills. Client focused. Negotiation and consultation skills. Problem solving and analysis. Change management. Creativity and innovation. Regulatory framework for the management of IT in government. Programme management with service delivery orientation Thinking Demands: Expertise of information technology. Change management with knowledge of Public Service and Departmental organisational matters. Government policies. Project/ programs in DMRE.

DUTIES : Provide third level support for service desk, transversal systems (BAS, PERSAL and LOGIS) and system development operations. Perform network design and implantation. Monitor and maintain network and system to ensure optimal performance. Monitor and maintain Microsoft Exchange database space. Install network and telephones. Manage office 365 application and Active Directory.

ENQUIRIES : Mr G Mudau Tel No: (012) 444 -3294

POST 19/76 : **MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMRE/2080**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: 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. Drivers licence 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.

DUTIES : 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 objects of the charter and the acts

ENQUIRIES : Ms N Mdakane Tel No: (041) 403 -6622

POST 19/77 : **REGISTRY CLERK REF NO: DMRE/2081**

SALARY : R176 310 per annum (Level 05)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : Grade 12 certificate or equivalent with 1 year experience. Drivers licence 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 : 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