

**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** : 27 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](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), 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 21/94****DIRECTOR: MINE SAFETY REF NO: DMRE/2085**

Re-advert, candidates who are applied previously are encourage to re-apply.

**SALARY  
CENTRE  
REQUIREMENTS**

R1 073 187 per annum (Level 13), (all-inclusive package)

Head Office, Pretoria

Bachelor Degree (Mining Engineering, Electrical/Mechanical Engineering or relevant) (NQF Level 7) Plus, Certificate for Mine Environment; or Mine Manager's Certificate of Competency/or Mine Surveyor's Certificate of Competency PLUS Certificate for entry into the SMS Plus the following

competencies Knowledge of: In depth understanding and knowledge of the Mine Health and Safety, Knowledge of the policy regime affecting the minerals and mining industry; Government policy and legislations Skills: Problem solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management & Organisation skills, Advanced analytical skills, Good interpersonal relations at all levels, Conflict management skills, Creativity and innovation, Numerical, Organising and coordinating, Facilitation and implementation, Financial management, Negotiation and consultation skills, Problem solving and analysis, Strategic capability and leadership, Change management; Thinking Demands: Creative/Innovative thinker, Logical, Objective, Accurate, Diplomatic.

**DUTIES** : Ensure/provide specialist advice/information in respect of occupational safety related matters as well as the status of occupational safety in the mining industry. Ensure research and benchmarking of the status of occupational safety in the mining industry with international counterparts/countries in order to identify training and policy needs. Ensure quality assurance of the Mine Health and Safety Inspectorate processes and outputs (e.g. inspections, audits, investigations and enquiries). Ensure /Assist with the technical aspects of standards, legislation and specifications. Manage the collection, storage and dissemination of information. Chair/participate in various statutory and other commitments/forums. Manage Directorate. Recommendation/Note: No appointment shall be effected without the recommended candidate producing a Certificate of completion for the SMS Pre-Entry Programme (Nyukela) offered by the National School of government which can be accessed via this link: <https://www.thensg.gov.za>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

**ENQUIRIES** : Mr X Mbonambi Tel No: 082 787 3369

#### OTHER POSTS

**POST 21/95** : **DEPUTY DIRECTOR: GAS POLICY REF NO: DMRE 2086**

**SALARY** : R882 042 per annum (Level 12), (all-inclusive package)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : B-Tech or Degree in Chemical/ Metallurgical /Process Engineering; Natural Science; Economics; Environmental Science/ Management; Geology Management Science; LLB (NQF Level 7) with minimum of 3 years' experience at a junior management level in the gas sector PLUS the following competencies Knowledge of Policy Development Process, Detailed knowledge of Energy Sector, Process management, Financial Management, Departmental policies and procedures, Other government department policies (especially economic cluster) Skills: Planning and organising, Project Management, Communication (verbal & written) Policy Analysis and Development, Computer, Presentation skills, Interpersonal skills, Language skills, Thinking Demands: Analytical, Creativity, Decision reasoning/making.

**DUTIES** : Plan and develop policy initiatives relating to gas sector. Analyse and evaluate existing gas policy and formulate future policy options and initiatives. Interact and consult appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing/proposing gas policies. Conduct policy presentations and represent the department at various forums or workshops on gas sector policy related matter. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the gas sector. Draft and amend legislation and/or develop and review regulations in relation to energy efficiency and electricity industry. Provide managerial activities. Recommendation/Note

**ENQUIRIES** : Mr L Themba Tel No: (012) 406 7844

**POST 21/96** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2087**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Kwa-Zulu 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' experience in occupational hygiene. Driver's license. 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 21/97** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2088**

**SALARY** : R744 255 per annum (Level 11), (all-inclusive package)  
**CENTRE** : North -West Region, Klerksdorp  
**REQUIREMENTS** : National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF level 6) PLUS Certificate on Mine Environmental Control, coupled with 3 years' 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 J Melembe Tel No: (018) 487-4300

**POST 21/98** : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2089**

**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' 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

<b><u>DUTIES</u></b>	: 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 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.
<b><u>ENQUIRIES</u></b>	: Mr T Mateta Tel No: 079 983 2024
<b><u>POST 21/99</u></b>	: <b><u>INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2090</u></b>
<b><u>SALARY</u></b>	: R744 255 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	: Northern Cape Region, Kimberley
<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.
<b><u>DUTIES</u></b>	: 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>	: Mr T Mateta Tel No: 079 983 2024
<b><u>POST 21/100</u></b>	: <b><u>ASSISTANT DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2091</u></b>
<b><u>SALARY</u></b>	: R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	: Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	: 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.
<b><u>DUTIES</u></b>	: 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.
<b><u>ENQUIRIES</u></b>	:	Ms V Mahotas Tel No: 012 406 7442
<b><u>POST 21/101</u></b>	:	<b><u>ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2092</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Northern Cape Region, Kimberley
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	M E Leqheku Tel No: (053) 807 1700
<b><u>POST 21/102</u></b>	:	<b><u>ASSISTANT DIRECTOR: SYSTEMS APPLICATIONS REF NO: DMRE/2093</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr K Malefo Tel No: (071) 475 8433
<b><u>NOTE</u></b>	:	Candidates will be required to write competency test
<b><u>POST 21/103</u></b>	:	<b><u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2094</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Eastern Cape Regional Office, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	An appropriate bachelor's degree, B-Tech degree or Advanced Diploma in development economics, social science, industrial science with 1-2 years relevant experience and a valid 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 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** : Ms A Fetsha Tel No: (041) 403 6611
- POST 21/104** : **ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DMRE/2095**  
Re-advert, applicants who applied previously are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Head Office, Pretoria  
: National Diploma in Management Services/ Operations Management/ Production Management/ Bachelor's degree in Industrial Organisational Psychology / Behavioural Science (NQF 6). Certificate in Job Evaluation Analysis will be added advantage with minimum of 1 year experience in work study and organisational development environment Knowledge: Basic knowledge and understanding of Policies, prescripts regulations, withe papers, public admin. Work study and work technique: information gathering and analysis, effective procedure and method, basic research, problem solving, design/ redesign of processes forms etc. Organisational development and job descriptions and specifications. Organisational development and job descriptions and specifications. Development of organisational structures.
- DUTIES** : Undertake organisational and post establishment investigations and advice management in this regard. Conduct job analysis and job evaluation (JE). 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 21/105** : **ADMINISTRATION CLERK: TRAVEL MANAGEMENT REF NO: DMRE/2096**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Head Office, Pretoria  
: Grade 12 (NQF 4) PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulation. Basic Condition of Employment Acts, Basic Accounting System, PERSAL Skills: Computer literacy, good and written communication skills. Numerical /financial skills Thinking Demands: Problem solving, creativity, ability to negotiate, report writing.
- DUTIES** : Receive and analyse request for travelling and accommodation for compliance. Maintain proper filling system for the section. Render general clerical support services. Follow-up on documentation after emergency bookings and check the completeness of document received from travel agencies /according to travel agency's records. Process request into orders for both local and international travelling. Identify incidences for non- compliance, irregularity, fruitless and wasteful expenditure and follow up with officials and report to the relevant authority.
- ENQUIRIES** : Mr C Matseba Tel No: 012 406 7729
- POST 21/106** : **ACCOUNTING CLERK: CASHIER REF NO: DMRE/2097**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Head Office, Pretoria  
: Grade 12 (NQF 4) PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulations. DoRA, Basic Accounting System, Grap L Skills: Computer literacy, good and written communication skills. Numerical /financial skills, Public Finance Management Act. Thinking

**DUTIES**

Demands: Innovative thinker. Self-driven. Customer oriented. Ability to perform well under pressure. Team player.

: Issuing of petty cash. Receiving of Revenue. Capturing of Head Office and assisting Regional Office's. Follow up on unreturned requests. Reconciliation of revenue received. Replenishment of petty cash, Bookkeeping and safeguarding of documents.

**ENQUIRIES**

: Mr E Gilana Tel No: 012 444 3018