

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is the intention to promote representivity in the Public Sector through the filling of 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 M Palare 012 444 3324 / Mr P Ndlovu 012 406 7506/ Mr Donald Mbhokota 012 406 7426
- CLOSING DATE** : 29 July 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), 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 26/62** : **CHIEF DIRECTOR: ECONOMIC, GROWTH, PROMOTION AND GLOBAL RELATION**
REF NO: DMRE/2100
- SALARY** : R1 269 951 per annum (Level 14), (all- inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree in Economics/ International Relations (NQF 7) with minimum 5 years' experience in international and local investment and trade and investment promotion at middle / senior management level : Knowledge of: Project Management, planning and planning tools, project finance and economics, industry and public sector policies, strategies and legislation in the fields of energy and mining, people management, data management and analysis, report writing and presentation. Skills: Communication ; Project management; Report writing; presentation skills; Decision making; Interpersonal; Negotiation; Computer skills; Time management and work planning; as

well as, Analytical skills Thinking Demands: Innovative, Analytical, Logical and creative thinking capabilities .Other: The job requires local and international travel. 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 Interests.

DUTIES : Manage the advancement of bilateral, trilateral and multilateral relations between the mineral resource and energy sector and foreign stakeholders. Manage the promotion, facilitation and retention of mining, mineral and energy investment developments and identify the opportunities and market trends to attract additional investors. Manage the provision of Designated National Authority functions for the Department. Manage climate change and environment response measures (mitigation and adaptation) as well as implementation within the minerals and energy sectors. Manage the Chief Directorate.

ENQUIRIES : Ms N Ngcwabe Tel No: 012 444 3004

POST 26/63 : **DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2101**

SALARY : R1 073 187 per annum (Level 13), (all- inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Chemical Engineering/ LLB/ Policy Development Studies/ Petroleum Engineering (NQF 7) with minimum of 5 years' experience in policy development in senior/ middle management level PLUS the following competencies: Knowledge of: Policy Development process; Detailed knowledge of Petroleum sector. Project management; Financial management. Policies / laws governing the Petroleum sector. Skills: Leadership, Management. Planning and organizing. Project management. Communication (verbal and written skills). Policy analysis and development. Computer. Presentation and interpersonal skills. Influencing and negotiation skills Thinking Demands: Problem -solving. Innovative, Analytical, Creativity, Critical thinking. 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 Interests.

DUTIES : Manage, plan and develop strategic policy directions for delivering major policy initiatives relating to petroleum. Manage processes to analyse and evaluate existing policies and formulate future policy options and initiatives for petroleum. Lead interactive and consultative processes with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing/ proposing petroleum policies. Manage the development and review of legislations and regulations on petroleum efficiency and petroleum sector. Provide support/ advice to the Director-General, Deputy Minister and the Minister on policy related matters. Liaise with petroleum regulators in South Africa and other regulators abroad. Manage the Directorate.

ENQUIRIES : Dr O Masekoa Tel No: 012 444 3868

POST 26/64 : **DEMAND MODELLING SPECIALIST REF NO: DMRE/2102**

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) (NQF 9) 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 value 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. 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 interests.

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 Tel No: 012 406 7560

OTHER POSTS

POST 26/65 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: DMRE/2103**

SALARY : R382 245 per annum (Level 09)

CENTRE : Head Office, Pretoria

REQUIREMENTS : National Diploma/ Degree in Public Management / Business Management / Social Sciences / Project Management (NQF 6) with minimum of 3 years' experience in monitoring and evaluation environment PLUS the following competencies Knowledge of: all relevant legislation and regulations that govern the public service including the PFMA and Treasury Regulations, Public Service Act, the Labour Relations Act etc. Knowledge of monitoring and evaluation frameworks including the Government wide monitoring and evaluation system. Knowledge of the legislation that is applicable to the Department and the sector. Strategic and operational planning. Government planning systems and departmental strategy formulation. DPSA prescript in respect of the SDIP. Knowledge of the Programme Performance Management Framework. Familiarity with: Corporate Governance Principles (King II and King III). Other relevant legislation that governs the public service. Government priorities and imperatives. The whitepaper on the Transformation of public service (Batho- Pele). Skills: Computer literacy, Writing and editing skills, Accuracy. Good verbal and written communication skills. Numeracy Thinking Demands: Flexible. Self and professionally motivated. Curiosity and learning driven.

DUTIES : Assist with the development, maintenance and implementation of performance and compliance monitoring and reporting systems and procedure for the Department. Provide support for the monitoring, evaluation and reporting framework. Assist with the processing of departmental performance information including Regions and Institutions. Collect and help analyse information and compile reports on. Assist with the production of Annual Report (part B), midterm review and quarterly performance reports. Capture information on DPME online reporting platforms. Provide managerial activities.

ENQUIRIES : Mr T Baloyi Tel No: 012 406 7458

POST 26/66 : **COMMUNICATION OFFICER: GRAPHIC DESIGNER REF NO: DMRE/2104**

SALARY : R261 372 per annum (Leve 07)

CENTRE : Head Office, Pretoria

REQUIREMENTS : National Diploma in Graphic Design/ Multimedia Studies/ Creative Arts (NQF 6) with minimum of 1 year experience in graphic design PLUS the following competencies Knowledge of: a strong portfolio of illustration or other graphics. Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop & Microsoft Office Skills: Communication skills (verbal and written). Management and organizational skills. Computer skills. Creativity and innovation. Interpersonal and analytical skills. Organising and Co-ordination. Facilitation and implementation. Well-developed, interpersonal relationships in all levels. Problem -solving and analysis Thinking Demands: Logical. Creative/ innovative thinker. Objective and accurate.

DUTIES : /KRA's: Design layout and style of electronic publications and printed publications. Provide support with graphic and art content of the Department 's website. Coordinate and liaise with all parties central to the visual and web design functions. Execute prepress processes according to international book-making standards. Conduct graphics printing services. Recommendations/Note: Submission of Portfolio of evidence (POE) will be an added advantage. Please attach POE as part of your application (A4).

ENQUIRIES : Mr M Nyalungu Tel No: 012 444 3000

POST 26/67 : **SENIOR SECURITY RISK OFFICER REF NO: DMRE/2105**

SALARY : R211 713 per annum (Level 06)

CENTRE : Head Office, Pretoria

REQUIREMENTS

: Grade 12 and PSIRA Grade C Certificate with minimum of 3 years' experience in security operations and administration PLUS the following competencies Knowledge of: Security legislation policies and procedures. Access control procedures. Safety precautions. Security register Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Logical. Creative/ innovative thinker. Objective and accurate.

DUTIES

: Oversee the access control and monitoring movements within the building premises to identify risk. Oversee the security patrols and escort. Manage the control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Oversee the prohibiting of unauthorised removal of equipment, documents and stores from building or premises. Oversee the monitoring of movements of private and GG vehicles in the parking area and safeguard the parking area itself.

ENQUIRIES

: Mr MC Mabena Tel No: 012 444 3633