

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- 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 Tel No: 012 444 3319 / Mr P Ndlovu Tel No: 012 406 7506/ Mr Donald Mbhokota Tel No: 012 406 7426
- CLOSING DATE** : 05 August 2022
- NOTE** : 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 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.

OTHER POSTS

- POST 27/74** : **DEPUTY DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2106**
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package)
- CENTRE** : Eastern Cape Region, Port Elizabeth
- REQUIREMENTS** : A bachelor's degree/ B-Tech Degree in Advance Diploma in Environmental Management/ Environmental Science/ Natural Science (NQF 7) with minimum of 3 years' experience at a junior managerial level Knowledge of: integrated environmental management relative to prospecting and mining work programmes, Knowledge of impact assessment remediation and evaluation methods. Knowledge environmental legislation. Knowledge of mining methods, mining processes, mining waste generation and disposal. Knowledge of new computer software available in the market. Knowledge of the principles and application of management Thinking demands: Good

negotiation skills, Good research skills, Integration of social, economic, bio-physical and cultural- historical impacts, Personnel Management, Working and creating team work, Good verbal and non-verbal communication skills, Excellent English reading and writing skills, Thinking Demands: Pragmatic environmental problem-solving abilities, Innovative thinking abilities, Personnel management in a diverse environment.

DUTIES : Manage the adequacy of financial provision, rehabilitation of liquidated or incapacitated mines and address and manage legal issues. Manage EIA process (basic assessments, scoping reports EIAR/EMP and listed activities), closure plans and other technical and environmental documents. Monitor compliance, auditing and Performance Assessment. Evaluate environmental risk and manage the closure of mines within the stipulated time frames. Consult with other Departments and Agencies on environmental matters and serve on such committees to promote co-operative governance. Conduct compliance inspections. Provide managerial actives.

ENQUIRIES : Ms B Ngebulana Tel No: (041) 403 6616

POST 27/75 : **ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2107 (X2 POSTS)**

SALARY : R477 090 per annum (Level 10)
CENTRE : Northern Cape Region, Kimberly
REQUIREMENTS : An appropriate bachelor's degree/ B- Tech Degree/ Advanced Diploma in Environmental Management/ Natural Science/ Environmental Science (NQF Level 7), with a Minimum of 3 years' experience in the industry. Driver's Licence, PLUS the following competencies Knowledge of: Knowledge of integrated environmental management relative to prospecting and mining work programmes, Knowledge of impact assessment remediation and evaluation methods, Knowledge of environmental legislation, Knowledge of mining methods, mining processes, mining waste generation and disposal, Knowledge of new computer software available in the market, Knowledge of the principles and application of management Skills: Good negotiation skills, good research skills, integration of social, economic, bio-physical and cultural-historical impacts, personnel management working and creating team work, good verbal and non-verbal communication skills, excellent English reading and writing skills Thinking Demands: Pragmatic environmental, problem solving abilities, Innovative thinking abilities. Ability to manage diverse public demands.

DUTIES : Evaluate Environmental Management Program plan, Environmental Impact Assessments. Scoping reports, closure plans and other technical and environmental documents and make recommendations thereon. Monitor, inspect, audit and assess environmental performance of mines. Regulate the closure of mines within the stipulated time frames. Identify environmental liabilities for operations and ensure the evaluation of adequacy of financial provision. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the Public. Consult with relevant State Departments and assist clients through promotion of administrative justice. Provide managerial activities.

ENQUIRIES : Mr N Zindela Tel No: (053) 807 1700

POST 27/76 : **ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DMRE/2108**

SALARY : R477 090 per annum (Level 10)
CENTRE : Western Cape Region, Cape Town
REQUIREMENTS : An appropriate bachelor's degree in Administration or Financial (NQF Level 7) with a minimum of 3 years' experience in the industry PLUS the following competencies Knowledge of: Knowledge and understanding of legislation, policies and work procedures. Knowledge of the mining industry. Knowledge of the Public Service Legislation including PFMA. Background knowledge of MPRDA i.r.o applications, royalty/ prospecting fee payments and financial provisions Skills: Organisational and communication skills. Computer and management skills. Numeracy and financial management skills. Internal audit skills Thinking Demands: Decision Making. Information evaluation. Creativity. Have experience in both creditors and debtor's functions. Analytical thinker.

DUTIES : Assist the Regional Manager to manage and control budget expenditure in the region. Manage an enquiry service/ helpdesk to ensure efficient service delivery in the region. Provide an administrative management service in terms of Supply Chain Management, Human Resource related matters, risk management, facility management and event management. Manage both revenue and financial provision collection, recordkeeping and management control systems. Manage the receiving and recording of applications in terms of the Mineral Petroleum Resource Development Act. Ensure that access to

		information requests is handled in line with the prescripts. Manage and maintain an effective registry service to Regional Office. Provide managerial activities. Mr P Swart Tel No: (021) 427 1057
<u>ENQUIRIES</u>	:	
<u>POST 27/77</u>	:	<u>ENERGY ECONOMIST REF NO: DMRE/2109</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma or Degree in Economics or Energy Studies (NQF 6) coupled with minimum of 3 years technical / Scientific experience preferable with some experience within the energy sector Knowledge of: knowledge of energy sector. Knowledge of energy policies and legislations. Project management. Data analysis and decision - making. Knowledge and interpretation of statistics and data. Editorial skills for interpretation of technical reports. Publishing of technical reports for a broad audience. Energy information sources (Journals and Publications) Skills: Communication and project management skills. Report writing and presentation skills. Interpersonal and negotiation skills. Computer skills. Time management and work planning. Statistical analysis and interpretation skills. Presentation and data analysis as well as decision making skills Thinking Demands: Rigorous non-corrupting thinking. Analytical mindset. Up to date with relevant data decision making, modelling tools. Up to date with publishing and editorial trends. Up to date with global issues regarding energy. Ability to source or identify source of data and information from local and international sources.
<u>DUTIES</u>	:	Conduct market analysis and forecast trends in prices, supply and demand patterns and compile energy economic reports, articles and bulletins. Collect, analyse and process local and international energy related economic information. Disseminate quality data, information and reports. Analyse the contribution on energy sector in terms of productivity, labour investment trade and empowerment initiatives. Promote investment in the South African Energy Industry.
<u>ENQUIRIES</u>	:	Mr R Nembahe Tel No: (012) 406 7540
<u>POST 27/78</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: DMRE/2110</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Eastern Cape Region, Port Elizabeth
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent with 3 years relevant experience. Must have a valid driver's licences Knowledge of: Financial prescripts, Acts policies etc applicable. To supply chain management, transport and risk management and control human resource policies and prescripts, Skills: Strong listening and communication skills. Controlling and planning skills. Proven public administration skills. Good management skills. Computer literate and typing skills. Ability to understand and interpret information Thinking Demand: Ability to recognise dynamic changes in policy trends and adapt accordingly. Ability recognises financial risk.
<u>DUTIES</u>	:	Administer all HR related matters. Administer all SCM/ logistical related matter/risk /facilities. Maintain and oversee Registry controls and procedure systems. Oversee the operation of a receptionist service at the Region. Do /Oversee access to information in line with prescripts. Provide a risk management service. Oversee the receiving and recording of application into the MPRDA. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Ms M Nkangala Tel No: (041) 403 6633
<u>POST 27/79</u>	:	<u>ADMINISTRATION CLERK (MINERAL STATISTICS) REF NO: DMRE/2111</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) Knowledge of: Logical. Creative/ innovative thinker. Objective and accurate Skills: Communication skills (verbal and written). Computer skills. Creativity and innovation. Interpersonal and analytical skills. Numerical, organisation and co-ordination. Thinking Demand: Logical. Creativity / innovative thinker. Objective and accurate.
<u>DUTIES</u>	:	Collect, check, capture and validate statistical information. Extract information from SAMINDEX and related databases. Provide clerical support to the Directorate. Ensure that statistical returns are filed in accordance with Departmental Policies and the specification of the National Archive and Record Services of South African Acts. Liaise with mines and other organisations where figures are questionable or have not been received
<u>ENQUIRIES</u>	:	Ms M Galane Tel No: (012) 444 3735