

**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 T Sibutha 012 444 3319 / Mr P Ndlovu Tel No: 012 406 7506/ Mr Donald Mbhokota Tel No: 012 406 7426
- CLOSING DATE** : 22 August 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), 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 29/46** : **DEPUTY DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2111**
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package)
- CENTRE** : Gauteng Region
- 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 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, Personnel management in a diverse environment.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr S Vesi Tel No: (011) 358 9758/ 9819
	:	Indian and Coloured male are encouraged to apply.
<b><u>POST 29/47</u></b>	:	<b><u>DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DMRE/2112</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 per annum, (all-inclusive package)
	:	Head Office, Pretoria
	:	Bachelor's degree or National Diploma in Human Resource Management / Human Resource Development / Management of Training (NQF 6) with minimum of 3 years' experience at the junior managerial experience level plus the following competencies Knowledge of: Have an advance knowledge and understanding of Employment Equity Act, South African Qualification Authority, SETA functions and requirements. National Skills Development Strategy. Knowledge of research. Understanding and knowledge of Human Resources as well as basic adult learning Skills: Strong analytical skills attention to details. Writing skills. Computer skills. Presentation, facilitation and counselling skills. Policy development skills Thinking Demands: Creativity and innovative. Decisive and problem solving. Sound judgement and confidentiality.
<b><u>DUTIES</u></b>	:	Oversee the activities of the Sud-directorate. Give operational leadership with regard to the development of human capital in the Department. Provide advice and guidance on the development of human capital in the Department and increase human capacity in the sector. Liaise with the role- players in the human resource development environment regarding the development of human capacity in the Department and increase of human capacity in the sector. Develop, implement, and maintain policies on HRD. Provide managerial activities.
<b><u>ENQUIRIES NOTE</u></b>	:	Mr H Mbiko Tel No: (012) 444 3727
	:	Indian, Coloured male and persons with disability are encouraged to apply.
<b><u>POST 29/48</u></b>	:	<b><u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2113</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R744 255 per annum (Level 11), (all-inclusive package)
	:	Eastern Cape Region, Port Elizabeth
	:	National Diploma in Mining Engineering (NQF Level 6) PLUS Mine Manager's certificate of competency with minimum of 3 years' experience in the mining industry. 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. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.

**DUTIES** : /KRA's 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 analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, 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.

**ENQUIRIES NOTE** : Mr T Doyle Tel No: 082 445 6894  
: Indian are encouraged to apply.

**POST 29/49** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2114**

**SALARY CENTRE REQUIREMENTS** : R744 255 per annum (Level 11), (all-inclusive package)  
: Mpumalanga Region, Witbank  
: 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 etc. 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 skills: Planning, Leading, Organising and Controlling Skills. Report writing and formulation. Good international relations. 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. Dynamic personality.

**DUTIES** : Conduct and report on underground, shaft and surface audits and inspection on plants, structures, trackbound trackless mining equipment and electrical distribution systems and take the necessary, enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyse 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 i.e., winders, lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs reports, revision of machinery regulations, guideline and standard, and applications of exemptions, permissions and approvals.

**ENQUIRIES NOTE** : Ms N Gogela Tel No: (013) 653 0514  
: Indian female are encouraged to apply.

**POST 29/50** : **MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMRE/2115**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Free State Region, Welkom  
: 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. 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: Able 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 or refusal of rights and permits. 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 PN Chuene Tel No: (057) 391 1339  
**NOTE** : Indian, White male and persons with disability are encouraged to apply.

**POST 29/51** : **SENIOR SECURITY RISK OFFICER REF NO: DMRE/2116**

**SALARY** : R211 713 per annum (Level 06)  
**CENTRE** : Limpopo Region, Polokwane  
**REQUIREMENTS** : Grade 12 and PSIRA Grade C Certificate, valid driver's license 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 registers 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 duties. Manage the control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Oversee the prohibitioning 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  
**NOTE** : Indian female are encouraged to apply.

**POST 29/52** : **SECURITY RISK OFFICER REF NO: DMRE/2117 (X1 POST)**

**SALARY** : R176 310 per annum (Level 05)  
**CENTRE** : North- West Region, Mafikeng  
Free State Region, Welkom  
**REQUIREMENTS** : Grade 12 and PSIRA Grade C Certificate with minimum of 1 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** : Conduct the access control and monitor movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibit unauthorised removal of equipment, documents and stores from building. Monitor 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  
**NOTE** : Coloured or white male are encouraged to apply.