

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 M Palare Tel No: 012 444 3324 / Mr P Ndlovu Tel No: 012 406 7506.
- CLOSING DATE** : 09 September 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 will be requested 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 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 32/112** : **DIRECTOR: MINE SAFETY REF NO: DMRE/2119**
Re-advert, candidates who are applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Bachelor Degree (Mining Engineering, Electrical/Mechanical Engineering (NQF Level 7) PLUS Certificate for Mine Manager's Certificate of Competency/or Certificate of Competency for Mechanical or Electrical Engineering 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 skills 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. 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.

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 (eg. 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 committees/forums. Manage Directorate.

ENQUIRIES : Mr X Mbonambi at 082 787 3369
NOTE : Indian, Coloured male and persons with disability are encouraged to apply.

OTHER POSTS

POST 32/113 : **SENIOR INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2120**

SALARY : R882 042 per annum (Level 12), (all-inclusive package)
CENTRE : North West, Klerksdorp
REQUIREMENTS : National Diploma in Occupational Hygiene or Environmental Health or Environmental Management PLUS Certificate on Mine Environmental Control with a minimum of 3 years junior management experience in the Mining Industry, with a valid driver's licence: Knowledge of: Mine Health and Safety Act and Regulations and Legal, Hazard identification and Risk Management, Public Service Staff code, DMRE policy Skills: Ability to interpret and apply Mine Health and Safety Act, DMR policy and staff, Management skills-planning, Leading, Organising and Controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation, Language Proficiency ,computer literacy Thinking demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic Personality, Receptive to suggestions and ideas, Analyse situations carefully, ability to work under pressure.

DUTIES : Coordinate conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary, Coordinate conduct and report on Investigations mine related accidents ,contraventions and complaints as well as analysis of mine accidents and trends to determine high risk mines 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, EMP's 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 occupational hygiene. Provide managerial activities.

ENQUIRIES : Mr J Melembe Tel No: 018 487 4300
NOTE : Female candidate Indian, Coloured/white representation are encouraged to apply.

- POST 32/114** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2121**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package)
- CENTRE** : North-West Region, Klerksdorp
- REQUIREMENTS** : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering valid driver's licence with minimum of 3 years in the mining industry: 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 Policy. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management skills, Planning, Leading, Organisational and Controlling Skills. Report writing and formulation. Good interpersonal 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, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analysis mine accidents and trends to determine high risk mining operations and take appropriate action. Test and licence and report thereon of equipment on mines ie. winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard and applications of exemptions, permission and approvals, Provide managerial activities.
- ENQUIRIES** : Mr J Melembé Tel No: (018) 487 4300
- NOTE** : Indian, Coloured male and persons with disability are encouraged to apply.
- POST 32/115** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2122**
- SALARY** : R744 255 per annum (Level 11), (all-inclusive package)
- CENTRE** : Eastern Cape Region, Port Elizabeth
- REQUIREMENTS** : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering, valid driver's licence with minimum of 3 years in the mining industry: 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 Policy. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management skills, Planning, Leading, Organisational and Controlling Skills. Report writing and formulation. Good interpersonal 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, track bound trackless mining equipment and electrical distribution system and take the necessary, enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analysis mine accidents and trends to determine high risk mining operations and take appropriate action. Test and licence and report thereon of equipment on mines i.e. winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard and applications of exemptions, permission and approvals, Provide managerial activities.
- ENQUIRIES** : Mr T Doyle Tel No: (041) 403-6609

- NOTE** : Male candidate that will improve African or Indian representation are encouraged to apply.
- POST 32/116** : **ASSISTANT DIRECTOR: CLIMATE CHANGE MANAGEMENT REF NO: DMRE/2123**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
Head Office, Pretoria
- : A Degree in Natural Sciences or Environmental Science/Environmental Management (NQF Level 7) with a minimum of 3 years' experience in mining or energy sectors, PLUS the following competencies: Knowledge of: All relevant national policies on climate change mitigation and adaptation, energy and environment, National Legislation and Acts on climate change, energy and environment, Environmental conventions and protocols, Knowledge on processes of environmental conventions, including the ratification of environmental treaties by South Africa Skills: Excellent written and oral communication skills, Analytical and interpretation skills, Detail oriented ability to prioritize and multi-task, Computer literacy, presentation, report writing, interpersonal skills, Thinking demands: Factual oriented, Ability to make informed decisions quickly, Problem solving, Conflict management.
- DUTIES** : Support and monitor the development and implementation of plans and policies in relation to environmental management and climate change. Provide support and advice on mitigation interventions that support low carbon development in the mining and energy sectors including Carbon Budgets. Represent the Department in external policy settings, nationally and internationally on climate change and environmental compliance, Provide analytical support for policy briefs related to renewable energy, energy efficiency and climate change and environment, Implement climate change and environmental compliance strategies, programmes and plans in the mining and energy sectors. Develop and contribute to the development of educational or outreach programmes on climate change and environmental compliance. Provide managerial activities.
- ENQUIRIES NOTE** : Mr T Mamakoko Tel No: (012) 406 7679
 : persons with disability are encouraged to apply
- POST 32/117** : **ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2124 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
 : North-West Region, Klerksdorp
 : A Bachelor's degree/ B- Tech Degree/ Advanced Diploma in Environmental Management/ Environmental Science/ Natural Science (NQF Level 7) with a Minimum of 3 years' experience in the industry and valid 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. Oversee the rehabilitation of liquidated and incapacitated mines. Provide managerial activities.
- ENQUIRIES** : Mr D Makamu Tel No: (018) 487-4300

- NOTE** : Indian, Coloured male and persons with disability are encouraged to apply.
- POST 32/118** : **ASSISTANT DIRECTOR: SOCIAL AND LABOUR PLAN REF NO: DMRE/2125**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)
: Free State Region, Welkom
: Bachelor degree/ Bachelor of Technology degree/ Advanced Diploma in Social Science 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 previous minerals legislation, Basic knowledge of administration procedures, basic knowledge of departmental policy, iro Mineral Regulation basic knowledge of computer programmes 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.
- DUTIES** : KRA's: Align SLPs with the municipal IDPS/LED programmes to ensure sustainable projects. Adjudicate the process of Social and Labour Plan for mining rights 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.
- ENQUIRIES NOTE** : Ms K Kalipa Tel No: (057) 391-1302
: Indian, Coloured male and persons with disability are encouraged to apply.
- POST 32/119** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: DMRE/2126 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
: Head Office, Pretoria
: Degree/ National Diploma in Human Resource Development / Human Resource Management / Management of Training (NQF 6) with minimum of 3 years' experience in the industry PLUS the following competencies Knowledge of: Have an advanced knowledge of understanding of Employment Equity Act, South African Qualification Authority, SETA functions and requirements. National Skills Development Strategy. Knowledge of research. Knowledge and understanding of Human Resources as well as Basic knowledge on Adult Learning Skills: Strong analytical skills attention to detail. Presentation, facilitation and counselling skills. Communication skills. Computer skills. Writing skills. Policy development skills, Presentation skills, Thinking Demands: Decisive, Creative and innovative. Decisive and problem solving. Sound judgement and confidentiality.
- DUTIES** : Coordinate the implementation of the Learnerships, Scholarship, Adult Education and Training (AET) and work integrated learning programmes. Coordinate and facilitate the implementation of induction and training programmes. Oversee the execution of the administrative support services of employee training Coordinate workplace skills planning, implementation and reporting. Provide secretarial services to the Skills Development Committee with regards to educational programmes (Learnership, Scholarship, AET, Work integrated Learning. Provide managerial activities.
- ENQUIRIES NOTE** : Mr H Mbiko Tel No: (012) 444 3727
: Indian, Coloured male and persons with disability are encouraged to apply.
- POST 32/120** : **ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DMRE/2127**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Head Office, Pretoria
: B Degree/ National Diploma in Industrial and Organizational Psychology/ Behavioural Science/ Management Services/ Operations Management (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 etc. Work study and work techniques: information gathering and analysis, effective procedures and methods, 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. Skills: Analytical and problem solving, communication and computer skills, Report writing and formulation, organising, planning and co-ordinating skills, Basic Research, Negotiation skills, Ability to listen and interpret, Facilitation skills, Thinking Demand: innovative and creative thinker.

DUTIES : Undertake organisational and post establishment investigations and advice management in this regard. Conduct job analysis and job evaluation (JE). Facilitated the implementation 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
NOTE : Indian, Coloured male and persons with disability are encouraged to apply.

POST 32/121 : **REGISTRY CLERK REF NO: DMRE/2129 (X2 POSTS)**

SALARY : R176 310 per annum (Level 05)
CENTRE : North West Region, Klerksdorp
REQUIREMENTS : Grade 12 certificate (NQF 4) 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 Service. Knowledge of storage and retrieval procedure in terms of the working environment. Understanding of the work in 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 archiving and disposal.

ENQUIRIES : Ms T Ntjoboko Tel No: (018) 487 -4300
NOTE : post be filled with a person with disability and other one Indian or coloured male are encouraged to apply.