

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
- CLOSING DATE** : 18 November 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). 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 42/63** : **SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2150**
- SALARY** : R882 042 per annum (Level 12), (all-inclusive package)
- CENTRE** : North- West Region, Klerksdorp
- REQUIREMENTS** : National Diploma in Mining Engineering (NQF level 6) PLUS Mine Managers Certificate of Competency (Metalliferous and/or Coal) coupled with 3 years' junior management experience in mining industry with a valid Driver's licence PLUS the key competencies: 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.

DUTIES : Coordinate , conduct and report on underground, shaft and surface audits and inspection on matters relating to ground stability, support, explosive , blasting operations and other matter relating to mine safety and take the necessary enforcement action where necessary. Coordinate, conduct report on investigations into mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary boards of examiners. Coordinate the investigation, consultation and provision of input on mines closures, prospecting rights, mining rights and permit, EMP's and township development. Provide managerial activities.

ENQUIRIES : Mr J Melembé Tel No: (018) 487 4300

NOTE : Indian/ coloured/ white males and females are encouraged to apply

POST 42/64

DEPUTY DIRECTOR: BUSINESS ANALYSIS REF NO: DMRE/2151

SALARY CENTRE REQUIREMENTS

R744 255 per annum (Level 11), (all-inclusive package)
 Head Office, Pretoria
 National Diploma in Information Technology/Computer Science/ Business Information (NQF Level 6) with minimum of 3 years' experience in business analysis at a junior managerial level PLUS the following competencies
 Knowledge of: Intensive knowledge of System Analysis principles and practice. Business processes, principles, practice, techniques & tools. Knowledge of change management, performance. Departmental policy. Project Management. Strategic Planning. Regulatory framework for the management of IT in government. Systems process frames. System Quality Assurance. Enterprise architecture (i.e. Togaf). Agile SDLC. Business management body of knowledge. ICT risk analysis Skills: Managerial, communication, Strong leadership and organisational skills, client focused, negotiation and consultation skills, problem solving and analysis, strategic capability, change management, creativity and innovation, management and expertise in all areas of information technology, technical expertise in advance strategic and business analysis, change management with knowledge of Public Service and Departmental organisational matters, programme management with a service delivery orientation and effective budget management Thinking Demands: Ability to Manipulate and analyse information, problem-solving, innovation and analytical.

DUTIES : Conceptualise and analyse business architecture design and provide advice thereon. Ensure/model business processes for business design. Ensure/analyse the business systems based on the understanding of a variety of technologies and platforms (client/server and mainframe), entity relationship diagrams and relational database concepts, object oriented technologies, the system development life cycle. Develop and review business analysis policies, procedures, strategies and guidelines. Provide advice on the interpretation and application of the Departments strategy on business processes and systems. Oversee/promote the utilisation of technology as key enablers for service delivery and transformation. Provide managerial activities.

ENQUIRIES : Mr K Malefo Tel No: (012) 444 3086

NOTE : Indian/ Coloured/ white males are encouraged to apply. Candidates will be required to write Competency test

POST 42/65

INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2152 (X2 POSTS)

SALARY CENTRE REQUIREMENTS

R744 255 per annum (Level 11), (all-inclusive package)
 Gauteng Region, Braamfontein
 National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (mines), Valid driver's licence with minimum of 3 years' experience in mining 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. 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 license and report thereon of equipment on mines i.e. Winder lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, conduct 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 and provide managerial activities.

ENQUIRIES : Mr MN Madubane Tel No: 011 358 9776

NOTE : Coloured/ Indian females and persons with disability are encouraged to apply

POST 42/66 : **ASSISTANT DIRECTOR: MINERAL INFORMATION MANAGEMENT REF NO: DMRE/2153**

SALARY : R477 090 per annum (Level 10)

CENTRE : Eastern Cape, Port Elizabeth

REQUIREMENTS : Bachelor's degree/ advance diploma in GIS Cartography/ Town and Regional Planning/ Geometrics/ Environmental Science (NQF 7), valid driving licence, with a minimum of 3 years' experience in the industry PLUS the following competencies Knowledge of: Geographical information system, mineral law, coordinate system, different surveying techniques, spatial analyses, coordinates systems, cartography/map/image reading or interpretation, knowledge of electronic database administration, use of GPS (survey tool) Skills: Communication between government department, business organisations and institutions, proven ability to record geographically co-ordinate information, proven ability to recognise the quality of geographical information, Thinking demands: Understand the objectives of the MPRDA and all its practical implications. Understand spatial proximity of applications and ensure that rights are not duplicated.

DUTIES : Capture and edit spatial data collected on site and perform data manipulation to suit end user's needs. Analyse spatial data and Ariel photography/ remote sensing data in accordance with user requirements and analyse geographic data to provide decision support mechanism for Mineral Regulation Branch. Prepare and compile maps for different stakeholders (other departments) and liaise with public and environmental practitioners. Provide decision support for rezoning, change of land use and township development application whether or not they are in conflict with mining/ prospecting investments and assist municipalities, government departments, planners on land development matters.

ENQUIRIES : Ms S Lurwengu Tel No: 041 403 6631

NOTE : Indian males are encouraged to apply

POST 42/67 : **ASSISTANT DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2154**

SALARY : R477 090 per annum (Level 10)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate Degree in Chemical Engineering / Process Engineering, Natural Science/ Economics/ Management Science/ LLB and Degree in Environmental Management (NQF level 7). Tertiary qualification in Policy will be an added advantage 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms V Mahotas Tel No: 012 444 3854
NOTE : Indian/ coloured/ white males and persons with disability are encouraged to apply.
- POST 42/68** : **ASSISTANT DIRECTOR: SYSTEMS APPLICATIONS REF NO: DMRE/2155**
- SALARY** : R382 245 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Information Technology/Computer Sciences/ Business Information or any IT related qualification (NQF 6) with a minimum of 3 years' experience in System Development/ Information Technology environment. Magic 9.4/XPA programming experience will be an added advantage PLUS the following competencies Knowledge of: Change management process. Project management. Government policies. Project/programs in DMRE. Applications development tool and techniques. System analysis. Agile SDLC. Applications design and development. System development framework. System development frameworks. System testing Skills: Client focused, creativity and innovation, analytical thinking and problem solving, attention to detail, communication skills, time management, ability to learn, ability to work as a team player, programming skills, Research skills, Thinking demands: Logical, Creative/innovative thinker, objective and open minded, accurate, ability to analyse and interpret information, technical expertise in application development.
- DUTIES** : Ensure/ develop and maintain information systems (custom-made systems, web-based system). Implement departmental information system. Ensure systems support and maintenance is provided. Procurement of ICT Application. Draft, maintain and implement policies and strategies pertaining to information systems and the departmental websites. Provide managerial activities.
- ENQUIRIES** : Mr K Malefo Tel No: 012 444 3086
NOTE : Persons with disability are encouraged to apply. Candidates will be required to write Competency test
- POST 42/69** : **INTERNAL AUDITOR (INFORMATION SYSTEMS AUDITING) REF NO: DMRE/2156**
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Pretoria, Head Office
REQUIREMENTS : An appropriate National Diploma in Information System/ Internal Auditing/ Finance or Accounting (NQF 6) and valid Driver's licence. Registration as or completion of the internal Audit technician learnership from IIA with a minimum of 1 year Internal Audit PLUS the following competencies Knowledge of: IIA Standards, ISACA Standards, ITIL, COBIT, DPSA ICT Governance framework, COSO, PFMA, Treasury Regulations , Public Sector Laws and Policies Skills: Leadership Skills, Project Management, interviewing and investigation skills, computer literacy (Word, Excel, PowerPoint, outlook) Coaching and Mentoring Communication (Verbal and Written). Thinking demands: Analytical thinking, problem solving skills and Information Evaluation.

DUTIES : Audit Planning. Audit Execution. Reporting. Identify internal process improvement opportunities e.g updating the methodology. Assist in performing administrative tasks in support of the unit's objectives where requested.

ENQUIRIES : Ms E Lavhengwa Tel No: 012 444 3211

NOTE : Indian/ coloured/ white males and persons with disability are encouraged to apply.

POST 42/70 : **PERSONAL ASSISTANT REF NO: DMRE/2157**

SALARY : R261 372 per annum

CENTRE : Free State, Welkom

REQUIREMENTS : An appropriate Diploma in Office Administration/ Office Management and Technology/ Public Administration (NQF 6) with a minimum of 1 year appropriate experience before or after qualification was obtained, Knowledge of: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic Knowledge on Financial administration Skills: Language skills and the ability to communicate well with people at different levels and from different background, good telephone etiquette, Computer literacy, Sound Organisational skills, Good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation Thinking demands: Ability to do research and analyse documents and situations.

DUTIES : Provides a secretariat/ receptionist support service to the manager. Renders administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

ENQUIRIES : Mr P Nyaqcela Tel No: 057 391 1373/ 91

NOTE : Coloured/ Indian females and persons with disability are encouraged to apply.