

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 these posts. Therefore, persons whose transfer/promotion/appointment promotes representivity, will receive preference. An indication in this regard will be vital in the processing of applications. Persons 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 Mothoagae 012 406 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 03 February 2023
- 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 required 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) on application, 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 02/71** : **SENIOR INSPECTOR: MINE SURVEYING REF NO: DMRE23/03**
- SALARY** : R908 502 per annum (Level 12), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree / Bachelor of Technology in Mine Surveying (NQF 7) PLUS Mine Surveyor's Certificate of Competency with minimum of 3 years' experience at a junior managerial level mine surveying , valid driver's licence PLUS the following competencies Knowledge: 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 legislation Skills: Problem solving skills. Communication (verbal, written and liaison skills). Influencing and Negotiation skills. Proven managerial skills. Management and organising skills. Advanced analytical skills. Good interpersonal relations at all levels. Conflict management skills. Creativity and innovation. Numerical. Coordinating. Facilitating and implementation. Financial management. Consulting skills. Problem solving and analysis. Strategic capability and leadership. Change management Thinking Demands: Creative/ innovative. Logical. Objective. Accurate. Diplomatic.

DUTIES : Plan and exercise control over all mine surveying inspections. Exercise control over the safe utilisation of land applications. Assist with special investigations, investigations, enquiries and technical support. Perform ad hoc task and investigations. Serve on mine surveying related committees and attend seminars. Provide managerial activities.

ENQUIRIES : Mr NV Mahwasane at 072 93541899
NOTE : Indian or White or Coloured candidates are encouraged to apply.

POST 02/72 : **DEPUTY DIRECTOR: QUALITY ASSURANCE AND ADMINISTRATION**
REF NO: DMRE23/04

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Bachelor's degree or Advanced Diploma (Internal Audit, Accounting, Finance (NQF 7) with 3 years internal audit supervisory/ management experience PLUS the following competencies Knowledge: IIA Standards. ISA Standards. Generally Accepted Auditing Standards (GAAS). Generally Recognised Accounting Practise (GRAP). Accounting Standards. COSO. PFMA. Treasury Regulations. Public Sector Laws and Policies. Skills: Leadership, Project Management. Interviewing and investigation skills. Computer literacy (word, excel, Power-point, outlook. Coaching and mentoring. Communication (verbal and written). Problem solving and goal setting. Conflict change. Management Thinking Demands: Understanding a situation issue, problem, etc by breaking it into smaller pieces, or tracing the implications of a situation in step-by-step way. It includes organizing the parts of a problem, situation etc. in systematic way, making systematic comparisons of different features or aspects; setting priorities of a rational basis; and identifying time sequences, causal relationships, or if – then relationship. Create timely and well- developed solutions by examining alternative, risks and consequences. Orientation to think in system-wide terms with regards to functions or divisions within the organisation. This includes spotting opportunities to connect with initiatives underway in other areas or proactively sharing information or resources that can be seen to have relevance and impact for others.

DUTIES : Ensure compliance on audit projects in line with International Audit Standards. Develop policies and guidelines. Ensure proper administration of the audit system. Develop and implement methodologies for quality control and review of the project. Manage the administration of the Audi Committee. Quality assurance and improvement programme. Manage the Sub-directorate.

ENQUIRIES : Mr M Mphuthi Tel No: (012) 406 7306
NOTE : Indian or White or Coloured candidates are encouraged to apply.

POST 02/73 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE23/05**

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : 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 : 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 : Ms N Gogela Tel No: (013) 653 0514
NOTE : Indian and coloured candidates are encouraged to apply.

POST 02/74 : **INSPECTOR: MINE SURVEYING REF NO: DMRE23/06**

SALARY : R766 584 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Mine Surveying (NQF6) PLUS Mine Surveyor's Certificate of Competency with minimum of 3 years' experience mine surveying, valid driver's licence. In -service management courses, personnel evaluation techniques. In-service legal aspects courses. Risk management courses PLUS the following competencies Knowledge: In-depth understanding and knowledge of mine health and safety. Knowledge of the policy regime affecting mineral and mining industry. Skills: Problem-solving skills. Communication (verbal, written and liaison skills). Influencing and Negotiation skills. Proven managerial skills. Management and organising skills. Advanced analytical skills. Good interpersonal relations at all levels. Conflict management skills. Creativity and innovation. Numerical. Coordinating. Facilitating and implementation. Financial management. Consulting skills. Problem solving and analysis. Strategic capability and leadership. Change management Thinking Demands: Creative/ innovative. Logical. Objective. Accurate. Diplomatic.

DUTIES : Conduct underground inspections, compile report and maintain records. Conduct inspection of plans and records of surface mines, compile reports and records. Investigate and make recommendations regarding surface utilisation applications, compile reports and maintain records. Process statutory applications regarding mine surveying permissions and exemptions, compile reports and maintain records. Serve on mine committees and attend seminars. Conduct practical mine surveying fields tasks. Provide managerial activities.

ENQUIRIES : Mr NV Mahwasane at 072 9341899
NOTE : Indian or Coloured or White female candidates are encouraged to apply.

POST 02/75 : **ASSISTANT DIRECTOR: PETROLEUM EXPORT AND IMPORT REF NO: DMRE23/07**

SALARY : R491 403 per annum (Level 10)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Economics (NQF Level 6) with a minimum of 3 years' experience in petroleum environment PLUS the following competencies Knowledge of: Knowledge and understanding of Public Service policies, prescripts and regulations (PFMA, PPAA, DMRE Guidelines on Importation and Exportation of Crude Oil and Petroleum Products etc.). Policy analysis. Skills: Analytical skills. Written and verbal communication skills. Computer skills. Report writing skills. Research skills. Presentation and facilitation skills. Thinking Demands: Decision Making. Creativity and initiative.

DUTIES : Receive and verify applications for import/export permits. Provide feedback and advice to applicants of import/ export permits. Maintain a database of all data regarding imported/exported products. Collect and analyse import/exports data from the oil companies as per the imports and exports guidelines. Participate in various fuel supply meetings and forums with oil industry. Conduct research and report on activities /developments relating to Petroleum products imports and exports. Provide managerial activities.

ENQUIRIES : Mr M Mahlangu Tel No: (012) 406 7376
NOTE : Indian or White or Coloured female candidates are encouraged to apply.

POST 02/76 : **ASSISTANT DIRECTOR: SECURITY ADMINISTRATION REF NO: DMRE23/08**

SALARY : R393 711 per annum (Level 09)

CENTRE : Head Office, Pretoria

REQUIREMENTS : National Diploma in Information Technology Management / Computer Science (NQF Level 6) with 3 years technical experience and extensive experience in IT software PLUS the following competencies Knowledge of: Ability to priorities and complete work under deadlines. Ability to develop and deliver presentations. Ability to create, compose and edit written materials. Intensive knowledge of System Analysis principles and practice Skills: Excellent managerial, communication and interpersonal relationship skills. Strong leadership and organisational skills. 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 organizational matters. Regulatory framework for the management of IT in government. Programme management with a service delivery orientation and effective budget management Thinking Demands: 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. Budget management. Policy development. Strategic planning. Financial management. Project management. Government policies. Project/ programs in DMRE.

DUTIES : Develop and review ICT security policies, procedure strategies and guidelines. Enforce compliance of ICT security control measures within the Department. Implement ICT security administration within the Department. Install latest security patches within the Department. Implement ICT disaster recovery plan. Conduct information security awareness to departmental and end users. Provide managerial activities.

ENQUIRIES : Mr P Leso Tel No: (012) 406 7730 / 072 531

NOTE : Indian or Coloured or White female candidates are encouraged to apply.

POST 02/77 : **SECRETARIAT RMDEC REF NO: DMRE23/09**

SALARY : R393 711 per annum (Level 09)

CENTRE : Eastern Cape Region, Port Elizabeth

REQUIREMENT : Bachelor of Technology / Bachelor Degree/ Advanced Diploma in Administration/ Law/ B-Com Law/ Public Administration/ Public Management (NQF 7) with a minimum of 3 years' experience in Administration/ Secretariat related field Knowledge of: knowledge and understanding of legislation, policies and work procedures, knowledge of the mining industry, knowledge of the Public Service Legislation including PFMA, knowledge of legislation relating to statutory abroad, knowledge of the MPRDA, knowledge of the National Government Planning Framework, Treasury regulation, Public Service Act and knowledge of Public Law Skills: Organisational skills, communication skills, computer skills, numeric skills, financial management skills, financial accounting skills, financial management and reporting skills, interpersonal skills, leadership skills, monitoring skills, evaluation skills, risks management skills, presentation skills, report writing skills, facilitation skills, problem solving skills, administrative skills, liaison skills , Thinking Demands: decision making, information evaluation, creativity, have experience in both creditors and debtors functions, analytical thinker, logical thinker, organisational, planning and administration.

DUTIES : Provide inputs in terms of budget for RMDEC and expenditure control. Co-ordinate the appointment and facilitate the remuneration of RMEDC members. Compile and draft recommendations and submissions on decisions taken by the RMDEC. Conduct inspection to determine the validity of objections regrading rights Render secretariat functions to the committee. Provide managerial activities.

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

NOTE : Indian, White or Coloured female candidates as well as person's with disability are encouraged to apply.

POST 02/78 : **PERSONAL ASSISTANT: INVESTMENT PROMOTION REF NO: DMRE23/10**

SALARY : R269 214 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : 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 : Ms R Ntlou at 082 683 0665
NOTE : Coloured or Indian or White candidates are encouraged to apply.

POST 02/79 : **REGISTRY CLERK REF NO: DMRE23/11**

SALARY : R181 599 per annum (Level 05)
CENTRE : Northern Cape Region, Kimberley
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 achieving and disposal.

ENQUIRIES : Mr T Mateta at 082 459 2778/ 079 983 2024
NOTE : Persons with disability, Indian or coloured male candidates are encouraged to apply.

POST 02/80 : **ADMINISTRATION CLERK: STATISTICS REF NO: DMRE23/12**

SALARY : R181 599 per annum (Level 05)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Grade 12 certificate (NQF 4) PLUS the following competencies Knowledge of: Mining and Minerals industry. Numeracy and statistics. Data processing. Filing Skills: Communication skills (verbal and written), computer skills, creativity and innovation, analytical skills, numerical, organising and coordination Thinking demands: Logical, creativity/ innovative thinker, objective and accurate.

DUTIES : Collect, check, capture and validate statistical information. Extract information from SAMINDEX and related databases. Ensure that statistical returns are filed in accordance with Departmental policies and the specification of the National Archives and Record Services of South African Act. Liaise with mines and other organisational where figures are questionable or have not been received. Provide clerical support to the Directorate.

ENQUIRIES : Ms M Galane Tel No: (012) 444 3735
NOTE : Person with disability or male candidates are encouraged to apply.