

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** : 10 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). 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 03/94** : **ECONOMIC ADVISORY SPECIALIST REF NO: DMRE23/01**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Master's Degree in Economics/ Mineral or Energy Economics (NQF Level 9) PLUS minimum of 10 years' experience, in an economic environment and experience in the mining and energy sectors of which 5 years should be at senior management , a project management qualification will be an added advantage. Knowledge of: Macro and Micro economic analysis.

Understanding of Minerals and Energy policies and legislation. Understanding of principles of research methodology and policy analysis. Government processes. Implementation of policy. Financial Management. Project management. Research. Strategic planning. Government process. Implementation of policy. Financial Management. Project Management. Research. Strategic and Government Policies. 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 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 : Provide leadership, research and analysis in the minerals and energy economic sector. Advice and assist management with strategic issues on all economic related matters. Mentor DMRE officials in all matters related to the economic sector. Develop and maintain a database on economic trends in the mining and energy sectors.

ENQUIRIES NOTE : Ms N Ngcwabe Tel No: 012 444 3004
: Indian, Coloured and White male candidates are encouraged to apply.

POST 03/95 : **PROFESSIONAL MINERAL ECONOMIST REF NO: DMRE23/02**

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), (all-inclusive package)
: Head Office, Pretoria
: Master's degree in Geology/ Mining/ Economics of mining/ minerals/ petroleum / environmental science (NQF Level 9) with minimum of 10 years or more working experience in relevant fields which 5years should be at middle management PLUS the following competencies: Knowledge of: Advanced knowledge of mineral and petroleum commodities. Knowledge of the mining and upstream petroleum industries. Knowledge of developments in the South African and in global specific and total mineral. Public Service Regulations. Mining, mineral and upstream petroleum legislation. Balanced perception of economic developments and trends. Skills of: Well -development supervisory and mentoring skills. Analytical skills (ability to compile and analyse data). Leadership submission on route skills. Ability to work independently and in a team. Decision making capabilities. Organising and administration skills. Strong problem skills. Presentation skills. Computer Literacy. Communication skills. Thinking demands: Meticulous and logical. Innovative and creative thinking capabilities. Ability to question, analyse, recognise problems and form conclusions. Ability to independently take appropriate corrective action. recommendations/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 : Oversee and manage the shale gas project development and implementation of action plan. Oversee and manage the implementation of Ocean Economic Operation Phakisa Plan. Play a meaningful role in the development of empowerment strategies in the mineral and upstream petroleum sectors. Develop programmes and guidelines for mentoring. Manage and facilitate research and reporting by SOEs involved in oil and gas, coordinate and provide relevant information that will enhance global competitiveness and attract new investment into the South African economy.

ENQUIRIES NOTE : Ms N Ngcwabe Tel No: 012 444 3004
: Female candidates are encouraged to apply.

- POST 03/96** : **PROJECT INTEGRATION: ICT SYSTEM REF NO: DMRE/2170**
(12 months contract)
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : A degree in Information Technology (NQF 7), a qualification in Project Management will be an added advantage with a minimum of 5 years' experience at middle/ senior management in Project Management within the IT field PLUS the following key competencies: Knowledge of Project Management Body of Knowledge (PMBOK), Prince 2 management Frameworks, Project Cost Management, Contract and Service Management, Project Management Legislation, Ability to prioritise and complete work under deadlines, ability to develop and deliver presentations, ability to create, compose and edit written materials and Intensive knowledge of system analysis principles and practice. Skills: Excellent managerial communication and interpersonal relationship skills, Strong leadership and organising skills, facilitation skills, planning and organising skills, client focused, Service and stakeholder focus, 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, Regulatory Framework for the management of IT in government , Programme Management with a service delivery orientation and effective budget management Thinking Demands: Management and expertise in all areas of Information Technology, Technical expertise in advance strategic and business analysis, Budget management, Policy Development, Strategic Planning, Financial Management, Project Management, Government Policies, Project/programs in DMRE. Recommendations/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** : Lead/execute manage the project planning and the application of project management principles in relation to the ICT Systems. Manage project execution /implementation. Manage Projects, project monitoring and evaluation. Manage Project Close Out. Oversee the procurement of the service provider and financial management of the ICT integrated system project. Provide strategic leadership with regards to the intergration of ICT systems. Mentor DMRE officials on the application of project management principles, such as scheduling, prioritising, risk assessment and management.
- ENQUIRIES** : Ms H Mhlongo Tel No: (012) 406 7632
- NOTE** : Indian, Coloured and White candidate are encouraged to apply.