

**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 Mothoagae 012 444 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 17 March 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](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) on application. 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 08/91** : **DIRECTOR: MINE SAFETY REF NO: DMRE/2332**
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Bachelor Degree (Mining Engineering, Electrical/Mechanical Engineering or relevant (NQF Level 7) PLUS Certificate for Mine Environment or Mine Manager's Certificate of Competency/or Mine Surveyor's Certificate of Competency with minimum of 5 years middle/senior management experience in Mining or related 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 legislation 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.

- 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. 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. This is a re-advert, candidates who are applied previously are encouraged to re-apply.
- ENQUIRIES** : Mr X Mbonambi Tel No: 082 787 3369
- NOTE** : Indian, Coloured male and persons with disability are encouraged to apply.

#### OTHER POSTS

- POST 08/92** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2333**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package)
- CENTRE** : North -West Region
- 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. 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** : Mr T Doyle Tel No: 082 445 6894
- NOTE** : Indian, Coloured male and persons with disability are encouraged to apply.
- POST 08/93** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2334**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package)

**CENTRE REQUIREMENTS** : Limpopo Region (Polokwane)  
 : 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 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.

**ENQUIRIE NOTE** : Mr. SM Jivhuho Tel No: (015) 287 4705  
 : Indian, Coloured and White female are encouraged to apply

**POST 08/94** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2335**

**SALARY CENTRE REQUIREMENTS** : R766 584 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. 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** : Mr T Doyle at 082 445 6894

**POST 08/95** : **ASSISTANT DIRECTOR: MINING AND MINERAL POLICY REF NO: DMRE/2337**

**SALARY CENTRE** : R491 403 per annum (Level 10)  
 : Head Office, Pretoria

<b><u>REQUIREMENTS</u></b>	:	Degree in Natural Science (Chemistry, Applied Chemistry, Environmental/ Chemistry) Engineering (Chemical/ Metallurgy, Geology/ Chemical Mining/ Environmental Science / Geology/ Geochemistry / Energy Studies/LLB / B com Law, (NQF 7) Tertiary qualification in policy development would be added advantage with a minimum of 3 years' experience in the mining and mineral sector PLUS the following competencies, Knowledge: Knowledge of Policy Development Process, detailed knowledge of petroleum sector. project management. financial management. Policies/ laws governing petroleum sector. Knowledge of the minerals and mining industry. Knowledge of the policy regime affecting the minerals and mining industry. Government policy and legislation. Public administration and management Skills: Leadership. Management. Planning and organising. Project Management. Communication (written and verbal) skills. Policy analysis and development. Computer. Presentation skills and interpersonal skills, communication (verbal, written , liaison), influencing skills, negotiation skills thinking demands: Problem solving. Innovate. Analytical. Creativity. Critical thinking logical.
<b><u>DUTIES</u></b>	:	Identify, develop and review exiting/ new policies on mining and mineral sector. Conduct secondary research on mining and mineral policy related matters. Identify, consult, and collaborate/ engage with relevant stakeholders and conduct public hearing for public inputs on proposed mining and mineral policies. Conduct mining and mineral policy presentations and represent the department at various forums or workshops mining sector policy related matter. Dissemination information and raise awareness on mining and mineral policy related developments/trends. Monitor and report on the implementation of energy policies and legislations. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Ms S Mamogale Tel No: 012 444 3838
<b><u>NOTE</u></b>	:	Indian, Coloured or White males and persons with disability are encouraged to apply.
<b><u>POST 08/96</u></b>	:	<b><u>ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMRE/2338</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum (Level 10)
<b><u>CENTRE</u></b>	:	North-West Region, Klerksdorp
<b><u>REQUIREMENTS</u></b>	:	Bachelor's degree / B-Tech Degree/ Advance Diploma in Law or LLB (NQF level 7) and Valid Driver's licence with minimum of 3 years 'experience in the industry Knowledge of: Basic Knowledge of the MPRDA. Basic Knowledge of previous mineral 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 communicate (written and oral) Ability to act as mediator between (aggressive) parties Thinking Demands: Ability to think when exposed to demanding situations.
<b><u>DUTIES</u></b>	:	Administer the administrative process for each right or permit application in compliance with the Law. Research potential conflict between applications, prior rights, and land usage to advise in the decision -making process. Ensure the arrangements for the payment of royalties and prospecting fees to the state in accordance with the law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure/Process surface usage applications and evaluate surface utilization in relation to the exploitation of mineral (only where Economic Development Sub Directorate has not been established). Assist clients through the process of administrative justice. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Ms T Ntjoboko Tel No: (018) 487 4300
<b><u>NOTE</u></b>	:	Indian, Coloured or White males and persons with disability are encouraged to apply.
<b><u>POST 08/97</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DMRE/2339</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Limpopo Region, Polokwane
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Administrative or Financial fields (NQF Level 6), Driver's licence with a minimum of 3 years' experience in the industry and Public Service Sector environment PLUS the following competencies Knowledge: Knowledge and understanding of legislation, policies, and work procedures. Knowledge of the mining industry. Knowledge of the Public Service Legislation including PFMA. Background knowledge of MPRDA i r o applications, royalty/

		prospecting fee payments and financial provisions Skills: Organisational and communication skills. Computer and management skills. Numeracy and financial management skills. Internal audit skills Thinking Demands: Decision Making. Information evaluation. Creativity. Have experience in both creditors and debtor's functions. Analytical thinker.
<b><u>DUTIES</u></b>	:	Assist the Regional Manager to manage and control budget expenditure in the region. Manage an enquiry service/ helpdesk to ensure efficient service delivery in the region. Provide an administrative management service in terms of Supply Chain Management, Human Resource related matters, risk management, facility management and events management. Manage both revenue and financial provision collection, recordkeeping and management control systems. Manage the receiving and recording of applications in terms of the Mineral Petroleum Resource Development Act. Ensure that access to information requests are handled in line with the prescripts. Manage and maintain an effective registry service to Regional Office. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr A Mulaudzi Tel No: (015) 247 4742
<b><u>NOTE</u></b>	:	Coloured or White males are encouraged to apply
<b><u>POST 08/98</u></b>	:	<b><u>ASSISTANT DIRECTOR: INVESTIGATIONS AND INFORMATION SECURITY REF NO: DMRE/2340</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Security Management/ Administration, Criminal Justice, Law, Policing, Corrections Management, Forensic Science and Technology (NQF Level 6), drivers' licence, with a minimum of 3 years' experience in junior managerial level in information security management Knowledge: Knowledge of Departmental policies, MISS document, Security Risks, Investigative knowledge Skills: Problem solving and analysis. Decision making. Programme and project management. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer skills. Delegation and development of others. Planning, organising and execution. Ability to manage conflict. Diplomacy, language proficiency. Listening skills and sight Thinking Demands: Analytical thinking and creativity.
<b><u>DUTIES</u></b>	:	Develop and implement departmental information security policies, guidelines, and procedure in compliance with the MISS and legislations. Investigate security breaches, conduct threats and risk assessment within the Department and advise on the corrective measures. Conduct audit information and security systems and advise management accordingly. Ensure effective security document management and conduct information security training awareness with respect to Minimum Information Security Standards (MISS) and classified documents within the Department. Co-ordinate Technical Surveillance (TSCM) for the client, residence, offices, and vehicle. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr ED Shilaluke Tel No: (012) 444 3156
<b><u>NOTE</u></b>	:	Indian, Coloured or White female and persons with disability are encouraged to apply
<b><u>POST 08/99</u></b>	:	<b><u>LEGAL ADMINISTRATIVE OFFICER REF NO: DMRE/2336</u></b>
<b><u>SALARY</u></b>	:	R268 755 – R367 785 per annum (MR3-5)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	LLB degree or equivalent four-year legal qualification ( NQF level 7 ) with 2 years post qualification Legal experience ( Salary Notch will be determined in accordance with experience in terms of the ODS Legal Qualified Professionals) Knowledge: legislation, DMRE policies and Acts, Public Service Acts and legislation, Legal drafting and interpretation, Research, Court procedures Skills: Good communication skills, Diplomacy, Negotiation skills, Presentation skills, Research and Analytical skills, Computer skills Thinking Demands: information evaluation. Decision making. Problem solving.
<b><u>DUTIES</u></b>	:	Draft, review and amend legislation, agreements, policies, and other legal documents. Conduct research and provide legal advice or opinions. Administer the process of appeals. Facilitate and monitor the process of litigation. Co-ordinate the process of access to information.
<b><u>ENQUIRIES</u></b>	:	Ms R Harris Tel No: (012) 444 3933

**NOTE**

: Coloured and white males are encouraged to apply. Recommendation: Written assessment will be conducted.