

## 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** : 02 May 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 13/35** : **PROFESSIONAL MINERAL ECONOMIST REF NO: DMRE2352**
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : 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** : Ms N Ngcwabe Tel No: 012 444 3004  
**NOTE** : Female candidates are encouraged to apply.

#### **OTHER POSTS**

**POST 13/36** : **SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2353**

**SALARY** : R908 502 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 with minimum of 3 years' experience at junior managerial level in mining with 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 Melembe Tel No: (018) 487 4300  
**NOTE** : Indian/ coloured/ white males and females are encouraged to apply

**POST 13/37** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2354**

**SALARY** : R766 584 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 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. T Doyle @ 082 445 6894  
**NOTE** : Indian, Coloured and White female are encouraged to apply

**POST 13/38** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2355**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Mpumalanga Region, Witbank  
**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 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** : Ms T Gogela Tel No: (013) 653 0514  
**NOTE** : Indian, Coloured and White female are encouraged to apply

**POST 13/39** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2356 (X2 POSTS)**

**SALARY** : R766 584 per annum (Level 11), (all-inclusive package)  
**CENTRE** : Mpumalanga Region, Witbank

<b><u>REQUIREMENTS</u></b>	:	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: Teamwork. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms T Gogela Tel No: (013) 653 0514
<b><u>NOTE</u></b>	:	Indian, Coloured male and persons with disability are encouraged to apply.
<b><u>POST 13/40</u></b>	:	<b><u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2357</u></b>
<b><u>SALARY</u></b>	:	R766 584 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	KwaZulu- Natal Region, Durban
<b><u>REQUIREMENTS</u></b>	:	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: Teamwork. 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Ms M Sebitloane Tel No: (031) 335 9626
<b><u>NOTE</u></b>	:	Indian, Coloured and White female are encouraged to apply
<b><u>POST 13/41</u></b>	:	<b><u>ASSISTANT DIRECTOR: GAS POLICY REF NO: DMRE/2359</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma in Petroleum Engineering / Metallurgical / Chemical /Process Engineering / Natural Science / Geology. Degree in Law ( B Proc, BCom Law, LLB) (NQF level 6) Certificate in legislative drafting /policy development/ nuclear science / energy studies/ Monitoring and Evaluation in Public Sector with minimum of 3 year 'experience in the Gas sector. Knowledge

of: Policy Development Process. Detailed knowledge of energy sector. Project management. Financial management. Departmental policies and procedures. Other government. Departmental policies (especially economic cluster) Skills: Planning and organising. Project management. Communication (verbal and written). Policy analysis and development. Computer. Presentation skills. Interpersonal skills. Language skills Thinking demand: Analytical, creativity and decision reasoning /making.

**DUTIES** : Identify, develop and review existing /new policies, legislation and strategies on natural gas sector. Conduct secondary research on policy related matters. Identify, consult and collaborate/ engage with relevant stakeholder and conduct public hearings for public inputs on proposed policies and legislation. Conduct policy and legislation presentations and represent the department at various forums or workshops on gas sector policy related matter. Disseminate information and awareness on policy and legislation related developments/trends. Monitor and report on the implementation of gas policies and legislation. Provide managerial activities.

**ENQUIRIES** : Mr G Nhlapho Tel No: (012) 444 3836  
**NOTE** : Indian, Coloured or White males are encourage to apply. Preference will be given to candidate with law qualification.

**POST 13/42** : **PROJECT COORDINATOR REF NO: DMRE/2360**

**SALARY** : R393 711 per annum (Level 09)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : An appropriate Post- Graduate in Project Management as a major (NQF level 7) with minimum of 1 year 'experience as a Project Administrator Knowledge of: Deep knowledge of mineral resources and energy sector and wide range of activities. Skills: numeracy, literacy, Language skills, project Management, Financial Management, Economic Statistical analysis. Thinking demand: Problem solving, Planning, Decision Making, Creativity, information evaluation, decision- making and innovative.

**DUTIES** : Oversee the activities of Project Administrators. Analyse consolidated programme reports and identify trends with regard to deviations from milestones, project costs and technical compliance. Investigate and advice on interventions to rectify deviation from milestones, project costs and technical compliance with specifications. Provide advice on the application of project management and reporting principles. Provide Managerial activities.

**ENQUIRIES** : Mr G Nxumalo Tel No: 012 406 7450  
**NOTE** : Indian or Coloured or White candidate are encourage to apply.

**POST 13/43** : **ENVIRONMENTAL OFFICER REF NO: DMRE/2361**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Limpopo Region, Polokwane  
**REQUIREMENTS** : Bachelor's degree/ Bachelor Technology degree/ Advanced Diploma in Environmental/ Natural Science (NQF 7). Driver's licence. PLUS 1-year relevant experience PLUS the following key competencies 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 method, 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- historical impacts. Personnel management. Working and creating teamwork. 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 plan, Environmental impact assessment, scoping report, closure plans and other technical and environmental documents. Conduct environmental compliance, auditing, Performance assessment and closure inspections to promote environmental management in the mining industry. Evaluate the adequacy of financial provision. Consult with relevant state departments and promote co-operative governance. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the public. Regulate the closure of mines within stipulated time frames. Assist clients through promotion of

administrative justice. Facilitate the rehabilitation of liquidated and incapacitated mines.

**ENQUIRIES** : Mr TC Kolani Tel No: (015) 287 4761  
**NOTE** : Indian, Coloured or White males are encourage to apply.

**POST 13/44** : **MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMRE/2362**

**SALARY** : R331 188 per annum (Level 08)  
**CENTRE** : Northern Cape Region, Kimberley  
**REQUIREMENTS** : An appropriate bachelor's degree/ B- Tech Degree/ Advanced Diploma in Law or LLB (NQF Level 7) with a minimum of 1 year experience in basic administration and legal procedures. PLUS, the following competencies Knowledge of: Basic Knowledge of the MPRDA, Basic Knowledge of previous minerals 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 conduct meetings, Ability to communicate (written and oral), Ability to act as a mediator between (aggressive) parties. Thinking Demands: Able to think when exposed to demanding situations.

**DUTIES** : Evaluate and process applications for mineral, prospecting, mining and related rights. Make recommendations and write reports regarding the granting or refusal of rights and permits. Carry out site inspections to ensure that the terms and conditions of granted rights are complied with. Assist Clients through the process of administrative justice. Assist with surface usage applications and evaluation of surface utilization in relation to exploitation of minerals (only where Economic Development Sub directorate has not been established. Evaluate all empowerment transactions to give effect to the objects of the charter and the acts.

**ENQUIRIES** : Mr MK Mutheiwana Tel No: (053) 807 1700  
**NOTE** : White males are encouraged to apply.

**POST 13/45** : **STATE ACCOUNTANT REF NO: DMRE/2363**

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Northern Cape Region, Kimberley  
**REQUIREMENTS** : An appropriate recognised National Diploma in Financial Fields (NQF Level 6) with a minimum of 1 year experience in financial environment PLUS the following competencies Knowledge of: accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management Skills: Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Analytical thinking and information evaluation.

**FDUTIES** : Review the receivable register for completeness (sequential numbering) and accuracy. Verify the payables against files opened (mining and prospecting rights files) and contracts. Verify the receipts against the bank statements and prepare weekly and monthly reports of all the receivables. Confirm outstanding balances /amounts receivables. Obtain a sign-off by Regional Managers and submit weekly and monthly receivable register to Head Office. Conduct audit, compile debt acknowledgement letters and report thereon to Head Office

**ENQUIRIES** : Mr MK Mutheiwana Tel No: (053) 807 1700  
**NOTE** : Indian or White female as well as persons with disability are encourage to apply.

**POST 13/46** : **LEGAL ADMINISTRATIVE OFFICER REF NO: DMRE/2358 (X3 POSTS)**  
(12 months contract)

**SALARY** : R268 755 - R390 360 per annum (MR3-5)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : LLB degree or equivalent four-year legal qualification ( NQF level 7 ) coupled 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 and writing, 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.

**DUTIES** : Draft, review and amend legislation, agreements, policies, and other legal documents. Conduct research and provide legal advice or legal opinions. Administer the process of appeals. Facilitate and monitor the process of litigation. Co-ordinate the process of access to information. Recommendation: Written assessment will be conducted.

**ENQUIRIES** : Ms R Harris Tel No: (012) 444 3933

**NOTE** : Coloured and white male are encouraged to apply.

**POST 13/47** : **ADMINISTRATION CLERK: LICENSING ADMINISTRATION SUPPORT**  
**REF NO: DMRE/2364**

**SALARY** : R181 599 per annum (Level 05)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Grade 12 certificate (NQF Level 4) and minimum of 1 year clerical / administrative experience PLUS the following competencies Knowledge of: Administrative procedure and policy. Knowledge of petroleum industry. Archive Act. Skills: computer skills, interpersonal skills, ability to interpret and apply legislation Thinking Demands: Information evaluation, analytical thinking.

**DUTIES** : Keep track of all incoming and outgoing documents and handing of mail. Ensure completeness and adherence to timeframe of application files received from Regional Offices. Check completeness and adherence to timeframe of application files received from Regional Office. Filing of all license application files and documents according to the National Archive Act. Ensure that the storeroom is well managed, and documents are safe and easily accessible according to the Minimum Information Security Standards. Handle of daily queries with regards to application or file request. Render an administration support service to the Directorate

**ENQUIRIES** : Ms Matjila Tel No: (012) 406 7371

**NOTE** : Indian, Coloured or White or Indian male as well as persons with disability are encouraged to apply.