

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 Tel No: 012 406 7737 / Mr P Ndlovu Tel No: 012 406 7506/ Ms M Palare Tel No: 012 406 7426
- CLOSING DATE** : 19 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 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) 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.

OTHER POSTS

- POST 15/71** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2365**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package)
- CENTRE** : North-West Region, Klerksdorp
- 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 industry: 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 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. 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 licence and report thereon of equipment on mines ie. winders lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult 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, Provide managerial activities

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

NOTE : Indian, Coloured male candidates and persons with disability are encouraged to apply.

POST 15/72 : **INSPECTOR: OCCUPATIONAL HYGIENE REF NO: DMRE/2366**

SALARY : R811 560 per annum (Level 11), (all-inclusive package)

CENTRE : North-West Region, Klerksdorp

REQUIREMENTS : A National Diploma in Occupational Hygiene /Environmental Health / Environmental Management (NQF 6) PLUS Certificate on Mine Environmental Control plus a valid driver's licence, with a minimum of 3 years' experience in occupational hygiene PLUS the following competencies: Knowledge of: Mine Health and Safety Act and Regulations & Legal, Hazard identification and risk management, Public Service Staff Code, DMRE Policy, Skills: Ability to interpret and apply Mine Health and Safety Act; DMR Policy and staff codes, Management skills- planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skills, Language proficiency, Computer skills, Thinking demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic personality.

DUTIES : Coordinate conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analyse 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, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene.

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

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

POST 15/73 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DMRE/2367**

SALARY : R531 381 - R596 127 per annum (Level: MR6)

CENTRE : Head Office, Pretoria

REQUIREMENTS : LLB degree or equivalent four-year legal qualification (NQF level 7) with 8 years post qualification Legal experience (Salary Notch will be determined in accordance with experience in terms of the ODS Legal Qualified Professionals) Knowledge of: knowledge of general legal principles and legislation, Mine

		Health and Safety Act 29 Of 1996, Legislation applicable in the mining industry and Energy Sector, Labour laws, Departmental policies and directives Skills: Research skills. Ability to interpret and apply legislation, Computer literacy. Communication skills (verbal and written). Ability to work independently. Innovative thinking. Thinking Demands: information evaluation. Decision making. Problem solving.
<u>DUTIES</u>	:	Provide legal advice and opinion to Department and Minister. Draft and vet legislation, subordinate legislation, legal documents, memoranda reports and submissions on a variety of matters. Provide advice on appeals lodged against administrative decisions taken in terms of legislation administered by the Department. Oversee all litigation for and against the Department / Minister in terms of court rules and applicable legislation. Act as Legal representative for the department at various forums. Monitor compliance with PAIA and PAJA.
<u>ENQUIRIES NOTE</u>	:	Mr W Mogopudi Tel No: (012) 444 3016
	:	Coloured candidates or person with disability are encouraged to apply. Recommendation: Written assessment will be conducted, and all applications must include a certified copy of course credits.
<u>POST 15/74</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: DMRE/2368</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09)
	:	Head Office, Pretoria
	:	National Diploma in Property Management/ Property Law/ Public Administration/ Public Management and Safety Management (NQF Level 6), Valid driver's license, with a minimum of 3 years' experience in facilities management and supervising a team Knowledge of: Extensive knowledge and application of GIAMA. Extensive knowledge of immovable assets lease agreements. Knowledge and application of OHSA. Knowledge and application of facilities management practices. Knowledge of PFMA and National Treasury prescripts. Skills: Communication Skills. Management and Organisational skills. Computer skills. Creativity and innovation skills, Interpersonal skills, Analytical skills, Numerical skills, Organising and Co-ordination, Problem solving and analysis. Negotiation and Consultation skills, Facilitation and implementation skills, Strategic Capability and Leadership, Change Management Policy Development and implementation, Budget and Financial Management, Presentation skills and Time Management skills. Thinking Demand: Logical, creative/ innovative thinker, Objective, Accurate, Diplomatic, Assertive.
<u>DUTIES</u>	:	Develop, implement and review Facilities Management policies, procedures, strategies and guidelines. Procurement and Management of office space accommodation. Facilitate building maintenance services. Coordinate allocation of office space and resources. Coordinate Support Services.
<u>ENQUIRIES NOTE</u>	:	Mr. A Thibela Tel No: (012) 406 7322
	:	Coloured/Indian/ White candidates male are encouraged to apply.
<u>POST 15/75</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: DMRE/2369</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09)
	:	Head Office, Pretoria
	:	Bachelor of Commerce Industrial and Organisational Psychology / National Diploma: Management Services/ National Diploma in Operations Management plus certificate in Job Evaluation Analysis (NQF Level 6) with a minimum of 3 years' experience in a Work Study/ Organisational Development Environment as a Practitioner Knowledge of sound knowledge and understanding of policies, prescripts, regulations, white paper, public administration etc; work study techniques. Job description and specifications. Job evaluation. Staff supervision. Knowledge and understanding of projects and change management Skills: Communication Skills. Computer Skills. Report writing, Listening and interpretation. Analytical skills. Basic research skills. Organising, co-ordinating and planning skills. Problem solving skills. Project management & facilitation skills. Training and motivational skills. Thinking Demand: communication, computer, report writing, listening and interpretation, analytical, organising, coordinating and planning skills, problem solving and facilitation. Training and motivational skills.

<u>DUTIES</u>	:	Lead/ undertake organisational and post establishment investigations and advice management in this regard. Lead/Conduct job analysis and job evaluation (JE). Lead/ facilitated the implementation of operations management framework. Ensure/ Administer post establishment. Facilitate / coordinate change management interventions. Ensure/ Design forms for the DMRE. Provide managerial activities.
<u>ENQUIRIES NOTE</u>	:	Mr. C Ramoshaba Tel No: (012) 406 7603
	:	African male candidates are encouraged to apply.
<u>POST 15/76</u>	:	<u>SECRETARIAT RMDEC REF NO: DMRE/2370</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R424 104 per annum (Level 09)
	:	Free State Region, Welkom
	:	B-Tech / 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 boards, knowledge of the MPRDA, knowledge of the National Government Planning Framework, Treasury regulation, Public Service Act Skills: Organisational skills, communication skills, computer skills, numeric skills, financial management skills, reporting skills, financial management skills, reporting writing skills, interpersonal skills, leadership skills, Presentation skills, facilitation skills, problem solving skills, liaison skills, Thinking Demands: decision making, information evaluation, creativity, analytical thinker, logical thinker, organisational planning Implementation and administration.
<u>DUTIES</u>	:	Provide inputs in terms of budget for RMDEC and expenditure control. Co-ordinate the appointment and facilitate of RMDEC members. Compile and draft recommendations and submissions on decisions taken by the RMDEC. Facilitate and conduct inspections to determine the validity of objections regrading objections lodged, Render secretariat functions to the committee. Provide managerial activities.
<u>ENQUIRIES NOTE</u>	:	Ms K Kewuti Tel No: (057) 391- 1302
	:	Indian/ white male candidates or person with disability are encouraged to apply.
<u>POST 15/77</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: DMRE/2371</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08)
	:	Gauteng Region
	:	National Diploma / Degree in Administration or Financial fields (NQF 6) with 3 years financial or administrative experience. Experience in South African mining industry from a government perspective will be added advantage. Knowledge of: Knowledge of BAS, revenue management, financial provision and normal office management principles. Knowledge of the MPRDA, PFMA and other relevant legislation and policies are extremely important. Skills: High level of experience numeracy skills. good communicator. Financial management skills and legal skills. Ability to interpret procedure. Thinking Demand: Information evaluation, information gathering and ordering, decision making and detailed knowledge of practical financial management.
<u>DUTIES</u>	:	Assist the Regional Manager to manage and control budget expenditure in the region. Oversee all financial administration and related issues with expenditure management. Keeping of financial provisions manage receiving, recording and safe (Bank Guarantees, Cash Deposit, and trust funds. Oversee weekly receipt reconciliation on BAS. Manage and develop staff.
<u>ENQUIRIES NOTE</u>	:	Mr S Vesi Tel No: (011) 358 9778
	:	Coloured / Indian male candidates are encouraged to apply.
<u>POST 15/78</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: DMRE/2372</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 07)
	:	Mpumalanga Region
	:	National Diploma in Office Administration (NQF 6) with minimum of one year experience in office administration. Knowledge of: Basic knowledge of legislation Mineral Resource and Energy, PFMA, Public Service) Corporate Service (HR, Finance, IT). Document Management. Computer Skills: Skills

		Computer skills (MS Word, excel, etc.), Interpersonal skills, organisational skills, communication skills, management skills, numeric skills thinking Demand: Friendly, professional, proactive, attention to details, ability to follow procedures, Information evaluation decision making, creativity and analytical thinker.
<u>DUTIES</u>	:	Record, distribute keep track of and file documents and/or internal external communication. Arrange venues, workshops/ seminars and take minutes where required. Administer all payments and claims of the Directorate and deal with Petty Cash, telephone costs recovery, etc. Support the manager with the administration of the budget. Provide an efficient support service in association with relevant directorate in terms of human resource management, financial administration, procurement and assets management, Provide secretarial / receptionist support to the manager. Render logistic support to the Regional Director with regards to the Petroleum Products Amendments Act and administer the process of financial provision collection.
<u>ENQUIRIES</u>	:	Mr. L Mabena Tel No: (013) 658 1400
<u>NOTE</u>	:	Coloured/ Indian/ White candidates are encouraged to apply.
<u>POST 15/79</u>	:	<u>CHIEF ADMINISTRATION CLERK REF NO: DMRE/2373</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Eastern Cape Region, Port Elizabeth
<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) with 1 year administrative experience. Knowledge of: Typing with speed as an advantage. Computer Programs. Policies and procedures. Acts and regulations. Skills: Organisation, computer literacy. Communication at all levels. Typing of official correspondence-accurately. Draft motivations. Minute taking. Planning. Numerical. Telephone. Dealing with different people, e.g. Religion. Background, Culture, etc. Thinking Demand: Able to make sound decisions in situations where needed. Able to use own initiative. Be able to work unsupervised. Be able to convey information to and from mines correctly.
<u>DUTIES</u>	:	Administer HR related matters. Maintain all register functions. Coordination and planning of examinations in the region. Administration of Supply Chain related matters. Supervise and develop staff.
<u>ENQUIRIES</u>	:	Mr T Doyle at 082 445 6894
<u>NOTE</u>	:	Indian candidates or person with disability are encouraged to apply.
<u>POST 15/80</u>	:	<u>ACCOUNTING CLERK: TRAVEL MANAGEMENT REF NO: DMRE/2374 (X2 POSTS)</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) with No experience required PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulation. Basic Condition of Employment Act, Basic Accounting System, PERSAL System. Skills: Computer literacy, good verbal and written communication skills. Numerical /financial skills Thinking Demands: Problem solving, creativity, ability to negotiate and report writing.
<u>DUTIES</u>	:	Check, verify and capture local and international travelling (S&T) claims/ Advances on PERSAL and BAS system. Verify the accuracy of travel request, issue order number and file copies into the order file. Identify fruitless and wasteful expenditure and follow-up with the account owner on resettlement. Follow-up on documentation for emergency order numbers and check the completeness of documents received according to the travel agent records. Handle all correspondence with regards to the claims, advances, receipts, payments etc. verbally and in writing internally /externally and provide Auditor-General with requested information.
<u>ENQUIRIES</u>	:	Mr S Sadiki Tel No: 012 406 7404
<u>NOTE</u>	:	Indian/ coloured/ white male candidates or person with disability are encouraged to apply.
<u>POST 15/81</u>	:	<u>ACCOUNTING CLERK: PAYMENTS REF NO: DMRE/2375</u>
<u>SALARY</u>	:	R202 233 per annum (Level 05)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) with No experience PLUS the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulations. Basic Condition of Employment Acts, Basic Accounting System. Skills: Computer

literacy, Financial, Good verbal and written communication and Ability to communicate skills. Numerical /financial skills. Ability to communicate at all levels Thinking Demands: Problem solving, creativity, ability to negotiate, report writing.

DUTIES

: Processing of payments and dispatch. Reconciliation of accounts. Handle all correspondence related to sundry and order invoices and provide Auditor - General with information when requested. Identifying irregular and unauthorised expenditure and communicate there on. Handling of general enquiries. Create and amend entities on BAS. Retrieval and filling of batches.

ENQUIRIES

: Ms P Dingiswayo Tel No: 012 406 7763

NOTE

: Coloured, Indian, White male candidates are encouraged to apply.