

THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : 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. 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** : 14 July 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 22/152** : **DIRECTOR: FUEL LEVIES AND MARGINS (REF NO: DMRE/2389)**
- SALARY** : R1 162 200 per annum (Level 13)(All-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : B-Tech / Bachelor's degree/ Advanced Diploma in Economics /Finance, BCom Accounting / Accounting Science) Mathematics/ Applied Mathematics /Statistics (NQF 7) with minimum of 5 years' experience at Middle/ Senior Managerial level in the petroleum environment PLUS the following

competencies: Knowledge of: Policies and legislation which governs the Energy sector. Local and Public Finance Management Act, Treasury Regulations Skills Financial management skills, Analytical, interpersonal relations, written and verbal communication and interpretation and application of policies and rules, negotiating, conflict management, computer literacy, research, presentation and facilitation Thinking demands: Creativity, initiative, decision making.

DUTIES : /KRA's: Oversee the processing and payment of levies. Oversee the monitoring and reporting on the amount of fuel levies (funds) collected and paid to industry. Oversee the research / surveys to update the fuel levies and margins. (Update the Magisterial District Zones (MDZ) model with revised road and pipeline tariffs. Oversee the reporting on the impact of fuel levies and margins. (Ensure the correctness of the annual Regulatory Accounting System (RAS) margin models. Oversee the research/ survey to update the levies and margins. Oversee the reporting on the impact of fuel levies and margins. Oversee the calculation of maximum retail price (MRP) of LP Gas. Manage the Directorate. Recommendations/Note: No appointment shall be affected 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.

ENQUIRIES : Mr R Maake Contact Number (012) 406 7516
NOTE : Indian, Coloured, White female and persons with disability are encouraged to apply

POST 22/153 : **SPEECH WRITER (REF NO: DMRE/2390)**

SALARY : R1 162 200 per annum (Level 13) (All-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Journalism, Communications, Public Relations, Media studies or Political Science, (NQF 7) with a minimum of 5 years' experience at a middle/ senior management level in speechwriting, communication, and research environment PLUS the following competencies, Knowledge of: Ability to write effectively at speed and accurately. Knowledge and understanding of public service policies, prescripts, and regulation (Intergovernmental Relations Framework Act, 2005/PFMA/ Batho Pele Principles) Knowledge of Government processes and the political environment. Knowledge of clear understanding and knowledge of intergovernmental legislation language proficiency and good writing skills Skills: Communication, Computer skills, Ability to communicate thoughts, ideas and feelings, Editing, Strong command of English, Listening and interpretation, writing skills, Analytical skills, Basis research skills, Organising, coordinating and planning skills, problem solving skills, project management and facilitation skills, Thinking demands: Creative, Analytical.

DUTIES : KRA's: Ensure the development of informed and concise speeches for the Minister, Deputy Minister and Director General. Ensure the efficient and timely coordination of speeches, speaking notes, Briefing notes announcements and events for the Minister, Deputy Minister and Director-General. Ensure the provision of expert advice and support for the Chief Director: Communication Management. Undertake research on specific issues including liaising with DMRE staff, other Departments, and internal/ external agencies at all levels to ensure information is accurate and current. Ensure the maintenance of a record of all ministerial speeches, speaking notes, and briefing notes delivered or used to enable future reference. Recommendations/Note: No appointment shall be affected 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.

ENQUIRIES : Mr M Buthelezi Contact Number (012) 406 7470
NOTE : Indian, Coloured and White female are encouraged to apply