

**THE 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 Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426/ Ms T Mothoagae 012 406 7737
- CLOSING DATE** : 15 September 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 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). 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. 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 31/44** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2434 (2 POSTS)**
- SALARY** : R811 560 per annum (Level 11) (All-inclusive package)
- CENTRE** : Eastern Cape Region, Port Elizabeth
- 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 industry with Driver's licence plus the following key competencies: Knowledge of: Knowledge of Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g., Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMRE Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management skills- Planning, Leading, Organising and Controlling. 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 decisions. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.

**DUTIES** : KRA's: Coordinate, conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosive, blasting operations and other matters 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 board of examiners. Coordinate the investigation, consultation, and provision of input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide managerial activities.

**ENQUIRIES** : Mr T Doyle contact number (041) 403 6609

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

**POST 31/45** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2435**

**SALARY** : R811 560 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 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 decisions. Receptive to suggestions and ideas. Be able to stay calm and collective during difficult situations, Dynamic Personality

**DUTIES** : /KRA's: Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound trackless mining equipment and electrical distribution systems 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. Test and licence and report thereon of equipment on mines i.e. winders, lift, and chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide 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 T Doyle contact number (041) 403 6609

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

**POST 31/46** : **ASSISTANT DIRECTOR: NUCLEAR POLICY REF NO: DMRE/2435**

**SALARY** : R527 298 per annum (Level 10)

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : An appropriate Degree in Nuclear Engineering/ Nuclear Science. Degree in Law (B Proc, BCom Law, LLB) (NQF 7) Certificate in Legislative Drafting/ Policy Development/ Nuclear Science, Energy Studies/ Economics and Policy/ Monitoring and Evaluation in Public Sector will be an added advantage. A minimum of 3 years' experience in the minerals & energy sector PLUS the following competencies, Knowledge: Knowledge of Policy Development Process, detailed knowledge of energy sector. Project management. Finance. Departmental policies and procedures. Other government. Departmental policies (especially economic cluster) Skills: Project Management. Communication (written and verbal) skills. Policy analysis and development.

**DUTIES** : Computer. Presentation skills and interpersonal skills, language skills thinking demands: Analytical. Creativity. Decision reasoning/ making  
 : /KRA: Identify, develop and review existing/ new policies. Conduct secondary research on nuclear policy related matters. Identify, consult, and collaborate/ engage with relevant stakeholders and conduct public hearings for public inputs on proposed nuclear policies. Conduct policy presentations and represent the department at various forums or workshops on energy sector policy related matters. Dissemination of information and raise awareness on nuclear policies and related developments/trends. Monitor and report on the implementation of energy policies and legislations. Response to policy related issues/ queries

**ENQUIRIES NOTE** : Mr Z Zibi Contact Number 012 444 3360  
 : Indian, Coloured or White males are encouraged to apply.

**POST 31/47** : **STATE ACCOUNTANT: PAYROLL AND ALLOWANCE REF NO: DMRE/2436**

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 7)  
 : Head Office, Pretoria  
 : An appropriate National Diploma in Accounting/Local Government Accounting, Cost Accounting or Financial related field (NQF Level 6) with a Minimum of 3 years' experience in Finance PLUS the following competencies Knowledge of: Public Finance Management Act. Treasury Regulations, Departmental Policies and procedures. Financial planning and costing of departmental strategic plans. Financial and related transversal systems used by government (BAS, Persal, Logis) Skills: Financial and accounting skills communication, Business letter and report writing, Computer Literacy, problem solving/initiative, Management and organisational skills, Project management. Thinking Demands: Numeric, Organisational/staff and budget and structures, Government budget, processes and procedures.

**DUTIES** : KRA's: Collate financial supporting information for the annual budget planning processes (MTEF/ENE). In year Budget process-prepare and capture budget information. In-year monitoring and reporting populate reporting templates as per Treasury requirements. Cash flow management (Drawings against the NRF). Supervisory functions.

**ENQUIRIES NOTE** : Ms P Modise Contact Number: (012) 406 7743  
 : Indian or Coloured or white male are encouraged to apply.