

THE DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : Submit your complete application using only one of the following methods, Post: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007, Or Hand Deliver at Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman or to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria, Or Email to the email address Recruitment01@dmre.gov.za. N.B: email applications must be in PDF format not exceeding 15mb in size). General enquiries may be brought to the attention of Ms M Palare 012 406 7426/ Ms T Gumede 012 406 7567
- CLOSING DATE** : 06 December 2024 at 16h00. N.B: It is the sole responsibility of an applicant to ensure that their application reaches the Department before 06 December 2024 at 16h00.
- NOTE** : 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 are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications. Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of 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, initialled, 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 in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). 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. Shortlisted candidates will be assessed through practical exercise and an oral interview. 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. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process

OTHER POST

- POST 43/29** : **LEGAL ADMINISTRATIVE OFFICER REF: DMRE 012 (X2 POSTS)**
(12 Months Fixed-Term Contract).
- SALARY** : R307 659 – R351 774 per annum (MR3)
- 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.
- ENQUIRIES** : Ms R Harris Tel No: (012) 444 3933
- NOTE** : Coloured and white male are encouraged to apply. A written assessment will be conducted.