

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

APPLICATIONS : Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Alternatively, 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. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms M Palare Tel No: (012) 406 7426/ Ms T Gumede Tel No: (012) 406 7567

CLOSING DATE : 11 April 2025

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. N.B: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. 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 POSTS

POST 11/31 : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 012**
Office of the Minister: Minerals and Petroleum Resources
Re- advertisement for the post no: 001 PSVC 33 of 2024, Applicants who applied previously need to re-apply.

SALARY : R849 702 per annum (Level 11), (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : National Diploma in Politics/administration or relevant qualification (NQF level 6) with minimum of 3 years relevant experience at Assistant Director/ middle management level in ministry operations with valid driver's license as an added advantage Plus the following key competencies: Knowledge of: Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio. Knowledge of public service policy and prescripts, Minerals and Petroleum Resources sector. Skills: Good verbal and written communication skills, Computer Literacy,

proven problem-solving skills, Good Interpersonal liaison skills, Negotiation skills, formulating and editing skills. Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.
ENQUIRIES : Ms LM Maluleka Contact Number Tel No: (012) 406 742
APPLICATIONS : Email to Recruitment01@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 11/32 : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: 013**
Office of the Minister: Mineral and Petroleum Resources
Re- advertisement for the post no: 003 PSVC 33 of 2024, Applicants who applied previously need to re-apply.

SALARY : R849 702 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Public Administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience at Assistant Director/ middle management level working in political and parliamentary environment in South Africa PLUS the following key competencies: Knowledge of: Knowledge of Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by the executive authority's portfolio, Knowledge of public service policy and prescripts in Minerals and Petroleum sector. Skills: Good verbal and written communication skills, computer literacy, problem solving skills, good interpersonal liaison skills, good organizational skills Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the administrative activities within the office of the executive authority this would inter alia, entail the following, liaise with internal and external role-players with regard to matters relating to the portfolio of the executive authority, Render a cabinet /executive council support service to the executive authority, Supervise employees.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment02@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 11/33 : **REGISTRY CLERK REF NO: 014**
Office of the Minister: Mineral and Petroleum Resources
Re-advertisement for the post no: 009 PSVC 35 of 2024, Applicants who applied previously need to re-apply.

SALARY : R216 417 per annum (Level 05)
CENTRE : Head Office
REQUIREMENTS : Grade 12 certificate (NQF level 4) with no experience PLUS the following key competencies: Knowledge of: Understanding of the National Archives Act and Regulations. Understanding of the working of the Ministry. Understanding of the working of a fax, machine and photocopier. Skills: Communication skills, Computer skills, Managing the registry. Organising Skills. Thinking Demand: Problem solving, Decision making, Planning and Innovative thinking.

DUTIES : Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/ services providers. Receive, record, screen all incoming submissions before forwarding it to the Minister and for distribution. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment03@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.