

## DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

<b><u>APPLICATIONS</u></b>	:	NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. 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 and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. 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 T Gumede Tel No: (012) 444- 3319.
<b><u>CLOSING DATE</u></b>	:	17 October 2025
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za">www.gov.za</a> and <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a> . 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. The Department of Mineral and Petroleum Resources (DMPR) 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.
<b>OTHER POSTS</b>		
<b><u>POST 36/56</u></b>	:	<b><u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 040</u></b> This is a re-advert, candidates who applied previously are encouraged to re- apply.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	North-West Region, Klerksdorp
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Occupational Hygiene/ Environmental Health (NQF6) PLUS Certificate in Mine Environmental Control, with a minimum of 3 years' s experience in Occupational Hygiene and a valid driver's license. Knowledge of: Knowledge of Mine Health and Safety Act, Regulations and Legal hazard identification and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organising and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene 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.
<b><u>DUTIES</u></b>	:	Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene. Investigate and report on mine related accidents, contraventions, and complaints as well as the analyse of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult and provide input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.
<b><u>ENQUIRIES</u></b>	:	Mr J Melembe Tel No: (018) 487 4300
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Recruitment06@dmpr.gov.za">Recruitment06@dmpr.gov.za</a>

<b><u>NOTE</u></b>	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Indian, Coloured or White female and persons with disabilities are encouraged to apply.
<b><u>POST 36/57</u></b>	:	<b><u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 041</u></b> This is a re-advert, candidates who applied previously are encouraged to re- apply.
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Eastern Cape Region, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Occupational Hygiene/ Environmental Health (NQF6) plus Certificate in Mine Environmental Control, with a minimum of 3 years' s experience in Occupational Hygiene and a valid driver's license. Knowledge of: Knowledge of Mine Health and Safety Act, Regulations and Legal hazard identification and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organising and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene 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.
<b><u>DUTIES</u></b>	:	Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene. Investigate and report on mine related accidents, contraventions, and complaints as well as the analyse of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult and provide input on mine closure, prospecting rights, mining rights and permits, EMP's, and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.
<b><u>ENQUIRIES</u></b>	:	Mr G Phakoago at 083 283 3157
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Recruitment07@dmpir.gov.za">Recruitment07@dmpir.gov.za</a>
<b><u>NOTE</u></b>	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Indian, Coloured or White female and persons with disabilities are encouraged to apply.
<b><u>POST 36/58</u></b>	:	<b><u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: 042</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	North-West Region, Klerksdorp
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Mining Engineering (NQF 6) PLUS Mine manager's certificate of competency with minimum of 3 years' experience in Mining and a valid driver's licence, Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code. Directives. Skills: Good Interpersonal relations. Communication verbal and oral, organizational ability control, interpretation and application of legal matters and policies. Teamwork. Training, Negotiating, Adaptability, conflict handling. Computer literacy. Thinking Demand: Teamwork. Loyalty towards work. Innovative thinker. Dedication. Receptive to suggestions and ideas. Quality control. Compliance with rules and regulations. Discipline, work ethics, financial control. Self-confidence and acceptability. Tactfulness. Organisational ability, intolerance to waste money, time.1
<b><u>DUTIES</u></b>	:	Conduct and report on underground, shaft and surface audits and inspection on matters relating to ground stability, support, explosives, blasting operations, and other matters relating to mine safety and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult and provide input on mines closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard; and applications of exemptions, permission and approvals related to mining.
<b><u>ENQUIRIES</u></b>	:	Mr. J Melembe Tel No: (018) 487 4300
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Recruitment08@dmpir.gov.za">Recruitment08@dmpir.gov.za</a>
<b><u>NOTE</u></b>	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Indian, Coloured or White female are encouraged to apply.
<b><u>POST 36/59</u></b>	:	<b><u>INSPECTOR: OCCUPATIONAL MEDICINE REF NO: 043</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	North West Regional Office, Klerksdorp
<b><u>REQUIREMENTS</u></b>	:	Bachelor of Nursing Science (B Cur) / National Diploma in Occupational Health Nursing (NQF 6) and valid registration with the South African Nursing Council (SANC) with a minimum of 3 years of experience in occupational medicine / health and valid driver's license Knowledge of: Sound knowledge of both Occupational medical and nursing discipline. Understanding of MHSA and regulations and directives. Understanding general mining practices and occupational health risks associated with. knowledge of Petrochemical industry diving and equipment, Skills: Ability to apply

knowledge. Researching skills. Good communicator. Have good investigating skills. Must be computer literate. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hard working, loyal and conscientious. well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament.

**DUTIES**

: Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to mine Occupational Medicine and take the necessary enforcement action where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. 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 medical regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational medicine. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hardworking, loyal and conscientious. well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament.

**ENQUIRIES**

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

**APPLICATIONS**

: Email to [Recruitment09@dmpmr.gov.za](mailto:Recruitment09@dmpmr.gov.za)

**NOTE**

: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Indian, Coloured or White female and persons with disabilities are encouraged to apply.

**POST 36/60**

**INSPECTOR: OCCUPATIONAL MEDICINE REF NO: 044**

This is a re-advert, candidates who applied previously are encouraged to re- apply.

**SALARY**

: R896 436 per annum (Level 11), (all-inclusive package)

**CENTRE**

: Northern Cape Regional Office, Kimberley

**REQUIREMENTS**

: Bachelor of Nursing Science (B Cur) / National Diploma in Occupational Health Nursing (NQF 6) and valid registration with the South African Nursing Council (SANC) with a minimum of 3 years of experience in occupational medicine / health and valid driver's license Knowledge of: Sound knowledge of both occupational medical and nursing discipline. Understanding of MHSA and regulations and directives. Understanding general mining practices and occupational health risks associated with. knowledge of Petrochemical industry diving and equipment, Skills: Ability to apply knowledge. Researching skills. Good communicator. Have good investigating skills. Must be computer literate. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hard working, loyal and conscientious. well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament.

**DUTIES**

: Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to mine Occupational Medicine and take the necessary enforcement action where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. 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 medical regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational medicine. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hardworking, loyal and conscientious. well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament.

**ENQUIRIES**

: Mr. T Mateta at 082 459 2778

**APPLICATIONS**

: Email to [Recruitment10@dmpmr.gov.za](mailto:Recruitment10@dmpmr.gov.za)

**NOTE**

: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Indian, Coloured or White female and persons with disabilities are encouraged to apply.

**POST 36/61**

**INSPECTOR: MINE EQUIPMENT REF NO: 045**

**SALARY**

: R896 436 per annum (Level 11), (all-inclusive package)

**CENTRE**

: North- West Region, Rustenburg

**REQUIREMENTS**

: National Diploma in Electrical or Mechanical Engineering (NQF 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years' experience in Mining and a valid driver's licence, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and Risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organising 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. Dyanmic personality.

<b><u>DUTIES</u></b>	:	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 the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. test and license, and report thereon, of equipment on mines, winders, lifts, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide input on mines closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard, and applications of exemptions, permission and approvals.
<b><u>ENQUIRIES</u></b>	:	Mr. NHM Mothiba Tel No: (014) 594 9240
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Recruitment11@dmp.gov.za">Recruitment11@dmp.gov.za</a>
<b><u>NOTE</u></b>	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Indian, Coloured or White male and persons are encouraged to apply.
<b><u>POST 36/62</u></b>	:	<b><u>ADMINISTRATION CLERK: REQUISITION AND ORDER REQUEST REF NO: 046</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF 4) with no experience, Knowledge of: Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, LOGIS. Skills: Computer Literacy. Financial. Good verbal and written communication. Ability to communicate at all levels Thinking Demand: Problem solving. Creativity. Ability to negotiate. Report writing.
<b><u>DUTIES</u></b>	:	Render requisition services. Handle the processing of orders. Ensure proper filing. Handle general enquiries.
<b><u>ENQUIRIES</u></b>	:	Ms. S Nkotswe Tel No: (012) 444 3233
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Recruitment12@dmp.gov.za">Recruitment12@dmp.gov.za</a>
<b><u>NOTE</u></b>	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Coloured or White male and persons with disability are encouraged to apply.
<b><u>POST 36/63</u></b>	:	<b><u>REGISTRY CLERK REF NO: 047</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Gauteng Region: Braamfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate (NQF level 4) with no experience and Valid driver's license Knowledge of: knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Computer Literacy. Planning and Organisation. Operating Office Equipment. Good verbal and written communication skills. Thinking Demand: Problem solving. Decision making. Planning. Innovative thinking.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/disposal.
<b><u>ENQUIRIES</u></b>	:	Mr NHM Mothiba Tel No: (014) 594 9240
<b><u>APPLICATIONS</u></b>	:	Email to <a href="mailto:Recruitment13@dmp.gov.za">Recruitment13@dmp.gov.za</a>
<b><u>NOTE</u></b>	:	Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Indian /Coloured male and persons with disability are encouraged to apply.