

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

APPLICATIONS

: 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. 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.

CLOSING DATE
NOTE

: 07 November 2025

: 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. 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.

MANAGEMENT ECHELON**POST 38/59**

: **ECONOMIC ADVISORY SPECIALIST REF NO: 048**
This is a re-advert, candidates who applied previously are encouraged to re-apply

SALARY
CENTRE
REQUIREMENTS

: R1 494 900 per annum (Level 14), (all-inclusive package)

: Head Office, Pretoria

: Master's degree in economics/ Mineral/ Petroleum Economics (NQF 9), plus a minimum of 8 years' experience within the Economics environment of which 5 years is at a Senior Managerial level: Knowledge of: Macro and micro economic analysis. Understanding of Minerals and Petroleum Resources

		policies and legislation. Understanding of principles of research methodology and policy analysis. Government processes. Development and Implementation of policy. Financial Management. Project Management. Research. Strategic planning. Government policies. Skills: Problem solving, Communication (Verbal, written, liaison). Influencing skills. Negotiation skills. Proven management skills, Management & Organisation skills. Advanced Analytical skills. Good interpersonal relation at all levels. Conflict Management skills. Creativity and innovation. Numerical. Organising and Coordinating. Facilitation and implementation. Financial Management. Negotiation and consultation skills. Problem solving and analysis. Strategic capability and leadership, Thinking demands: Creative/Innovative thinker. Ability to analyse financial information and Logical.
<u>DUTIES</u>	:	Provide leadership, research and analysis in the minerals and petroleum economic sector. Advice and assist management with strategic issues on all economic related matters. Mentor DMPR officials in all matters related to the economic sector (transfer of skills to identified internal employees). Ensure the preservation of specialist technical knowledge and information for business continuity.
<u>ENQUIRIES</u>	:	Ms N Nzimande Tel No: (012) 444 3004
<u>APPLICATIONS</u>	:	Email to Recruitment014@dmre.gov.za
<u>NOTE</u>	:	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, technical and integrity assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Note: Indian /Coloured / white female or male and persons with disability are encouraged to apply.
<u>POST 38/60</u>	:	<u>DIRECTOR: REGIONAL OFFICE (REGIONAL PETROLEUM CONTROLLER) REF NO: 049</u>
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Limpopo Region, Polokwane
<u>REQUIREMENTS</u>	:	Degree in Natural Sciences, Engineering, Economics, Accounting, Marketing, Finance, Project Management or Energy Studies (NQF 7) plus minimum of 5 years' experience at a middle/senior managerial level in a petroleum environment and Valid Driver's Licence. Knowledge of: Project Management, basic project finance and economics, industry and public sector, project finance and economics, industry and public sector policies, strategies and legislation in the field of petroleum, people management. Knowledge of the petroleum industry. Skills: Communication. Project Management. Report writing and presentation. Decision-making. Interpersonal. Negotiation. Computer. Time management and work planning. Analytical, project management and financial. Thinking Demand: Rigorous non-corrupting thinking relating in the development and implementation of strategy and legislation.
<u>DUTIES</u>	:	Manage and oversee the Petroleum Licensing applications process in the region within prescribed time frames. Ensure security of supply of petroleum products at the regional level through auditing of stock levels at refineries/depots and retailers. Conduct impact study for new application to the market. Interact with stakeholders at regional level. Manage the Directorate.
<u>ENQUIRIES</u>	:	Ms. G Leketi Tel No: (012) 444 3070
<u>APPLICATIONS</u>	:	Email to Recruitment015@dmre.gov.za
<u>NOTE</u>	:	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, technical and integrity assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format. Note: Indian /Coloured/ White male and persons with disability are encouraged to apply.

OTHER POST

<u>POST 38/61</u>	:	<u>ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: 050)</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Northern Cape, Kimberley
<u>REQUIREMENTS</u>	:	Bachelor's Degree/ BTech / Advanced Diploma in Environmental Management/ Environmental Science/ Natural Science (NQF7) and a minimum of 3 years' experience in the industry and Valid Driver's Licence/Environmental Assessment Practitioner Certificate. Knowledge of: Integrated environmental management relative to prospecting and mining work programmes. Knowledge of impact assessment remediation and evaluation method. Knowledge of environmental legislation. Knowledge of mining methods, mining processes, mining waste generation and disposal. Knowledge of new computer software available in the market. Knowledge of the principles and application of management. Skills: Good negotiation skills. Good research skills. Integration of social, economic, bio-physical and cultural-historical impacts. Personnel Management. Working and creating teamwork. Good verbal and non- verbal Communication skills, Excellent English reading and writing skills. Thinking Demand: Pragmatic environmental. Problem- solving abilities. Innovative thinking abilities. Ability to manage diverse public demands.
<u>DUTIES</u>	:	Evaluate Environmental Management Program plan, Environmental Impact Assessments, Scoping reports, closure plans and other technical and environmental documents and make recommendations thereon. Monitor, inspect, audit and assess environmental performance of mines. Regulate the closure of mines within the stipulated time frames. Identify the environmental liabilities for operations and ensure the evaluation of adequacy of financial provision. Conduct investigations and implement appropriate measures to resolve environmental concerns, disputes, and complaints involving the mining sector and affected stakeholder. Oversee the rehabilitation of liquidated and incapacitated mines. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr. V Muila Tel No: (053) 807 1716
<u>APPLICATIONS</u>	:	Email to Recruitment016@dmre.gov.za
<u>NOTE</u>	:	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. Note: Indian/ Coloured or white male and persons with disability are encouraged to apply