

**DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES**

*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.*

- APPLICATIONS** : 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.
- CLOSING DATE** : 12 December 2025
- 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 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, 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.

**MANAGEMENT ECHELON**

- POST 43/78** : **DIRECTOR: INFORMATION TECHNOLOGY REF NO: 052**
- SALARY** : R1 266 714 per annum (Level 13), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree in Information Technology/ Computer Science/ Business Information (NQF 7) with a minimum of 5 years in senior/middle management experience in Information Technology environment. Post graduate Degree in Business management will be an added advantage. Knowledge of: Management and expertise in all areas of information technology especially IT Infrastructure. Technical expertise in advance strategic IT Infrastructure. Change management with knowledge of Public Service and Departmental

organizational matters. Policy development. Strategic planning. Financial management. Project management and government policies. Skills: Excellent managerial communication and interpersonal relationship skills. Strong leadership and organisational skills. Negotiation and consultation skills. Problem solving and analysis. Strategic capability. Management and expertise in all areas of information technology specific to infrastructure. Technical expertise in advanced strategic ICT Infrastructure. Regulatory framework for the management of IT in government. Programme management with service delivery orientation and effective budget management. Thinking Demand: Logical. Creative/ innovative thinker. Accurate. Objective, Ability to analyse and interpret information.

#### **DUTIES**

: Oversee the management of information technology service delivery and promote continuous improvement of productivity, quality service and customer satisfaction. Manage and direct processes on utilisation of system security mechanism and ensuring compliance to the IT regulatory framework. Ensure the management of architecture and network configuration within the Department. Manage the development, maintenance and implementation of policies and strategies pertaining to information technology services and systems. Manage the development of information technology infrastructure architecture and conduct investigations into the maintenance of existing technologies as well as the availability, needs and demand of new technologies. Manage the Directorate.

#### **ENQUIRIES**

: Ms K Leso at 071 475 8416

#### **APPLICATIONS**

: Email to [Recruitment02@dmpr.gov.za](mailto:Recruitment02@dmpr.gov.za)

#### **NOTE**

: 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 assessment and technical 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 or white female are encouraged to apply.

### **OTHER POSTS**

#### **POST 43/79**

: **DEPUTY DIRECTOR: DATA MANAGEMENT REF NO: 053**

#### **SALARY**

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

#### **CENTRE**

: Head Office, Pretoria

#### **REQUIREMENTS**

: National Diploma in Information Technology/ Business Information/ Computer Science/ Data Science (NQF 6) plus minimum of 3 years' junior management experience in data governance, analytics and database management and experience in junior staff management. Knowledge of: Data governance frameworks and metadata standards. Statistical and analytical techniques. Relevant legislation (e.g. POPIA, PAIA, Statistics Act, PFMA). Information management systems and database technologies. System Analysis principles and practice. Public Service and Departmental organizational matters. Skills: strong analytical and problem-solving skills. Excellent communication and report writing abilities. Leadership and project management. Advanced proficiency in data analysis tools (SQL, Excel, Power BI, etc.). Strategic capability. Change management. Creativity and innovation. Thinking Demand: Management and expertise in all areas of Information Technology. Technical expertise in advanced strategic and business analysis. Policy development. Strategic planning. Financial management. Government policies. Management and expertise in all areas of information technology. Technology expertise in advanced strategic and business analysis.

#### **DUTIES**

: Develop, maintain and implement policies and strategies pertaining to departmental databases. Coordinate and administer the organisations's data management function. Ensure data collection, storage and quality assurance. Engage stakeholder and provide capacity building to users. Manage the Directorate

#### **ENQUIRIES**

: Mr K Malefo Tel No: (012) 444 3086

#### **APPLICATIONS**

: Email to [Recruitment03@dmpr.gov.za](mailto:Recruitment03@dmpr.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. note: Indian /Coloured or White female and persons with disability are encouraged to apply.

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| <b><u>POST 43/80</u></b>   | : | <b><u>INSPECTOR: MINE HEALTH AND SAFETY REF NO: 054</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>SALARY</u></b>       | : | R896 436 per annum (Level 11), (all-inclusive package)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>CENTRE</u></b>       | : | Gauteng Regional Office, Braamfontein                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <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. Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directives. Public Service Act and Regulations. Personnel Code. Directives. Skills: Team work. Loyalty toward 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. Thinking Demand: Good interpersonal relations, communication verbal and oral, organisational ability control, interpretation and application of legal matter and policies, teamwork, training, negotiating, adaptability, control handling, computer literacy. |
| <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. MN Madubane Tel No: (011) 358 9776                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:Recruitment04@dmp.gov.za">Recruitment04@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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b><u>POST 43/81</u></b>   | : | <b><u>ASSISTANT DIRECTOR: FINANCIAL AND ADMINISTRATION SUPPORT REF NO: 055</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>CENTRE</u></b>       | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma in Office Administration/ Office Management and Technology / Public Administration / Public Management / Business Administration / Management Assistant / Administrative Management (NQF 6) Plus minimum of 3 years' experience in financial environment. Drivers' licence will be an added advantage Plus the following key competencies: Knowledge: of auditing /accounting. Understanding of all applicable financial legislations, policies, practices and procedures. Public Finance Management Act. Treasury Regulation. DoRA. Basic Accounting System. LOGIS. PERSAL and Standard Charts of Accounts: Skills: Computer Literacy. Financial. Good verbal and written communication. Ability to communicate at all levels. Thinking Demand: Problem solving. Creativity.                                                                                                              |
| <b><u>DUTIES</u></b>       | : | Conduct Quality Assurance on the consolidated submissions/ reports for final sign- off by the Chief Financial Officer. Coordinate and monitor Audit findings related matters in the Department. Provide Financial Governance and Administrative Support. Support the implementation of fraud, abuse and control integrity controls. Provide managerial activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>ENQUIRIES</u></b>    | : | Ms M Shirindi Tel No: (012) 444 3110                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <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. Note: Indian /Coloured male and persons with disability are encouraged to apply.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>APPLICATIONS</u></b> | : | Email to <a href="mailto:Recruitment06@dmp.gov.za">Recruitment06@dmp.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>POST 43/82</u></b>   | : | <b><u>ADMINISTRATIVE OFFICER REF NO: 056</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>SALARY</u></b>       | : | R468 459 per annum (Level 07)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b><u>CENTRE REQUIREMENTS</u></b>         | : | Head Office, Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                           | : | National Diploma in Office Administration/ Office Management and Technology / Public Administration / Public Management / Business Administration / Management Assistant / Administrative Management (NQF 6) with minimum of 2 years clerical/ administration experience Knowledge: Public Finance Management. Basic knowledge of administration and the processing of work plans and LMC's procedures. Make a sound and reasonable decision. Able to use computer systems and recognize anomalies. Planning, Organizational skills, implementing, controlling. Excellent verbal and writing. Knowledge of Public Administration and Management. Skills: Computer literacy, Good verbal and written communication. Ability to communicate at all levels. Thinking Demand: Self -driven. Innovative and self-confidence. Ability to work under pressure. |
| <b><u>DUTIES</u></b>                      | : | Provide Core Business administration support to the Directorate (Finance specific admin support). Render logistical support to the Directorate. Administer Supply Chain and related activities. Ensure document management within the Directorate. Administer the Directorate's budget. Coordinate and/or administer Human Resource Management activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>ENQUIRIES APPLICATIONS NOTE</u></b> | : | Mr G Tshivhase Tel No: (012) 444 3092                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                           | : | Email to <a href="mailto:Recruitment07@dmp.gov.za">Recruitment07@dmp.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                           | : | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>POST 43/83</u></b>                  | : | <b><u>REGISTRY CLERK REF NO: 057</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b>  | : | R228 321 per annum (Level 05)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                           | : | North-West Region: Klerksdorp                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                                           | : | Grade 12 certificate (NQF level 4) with no experience. 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 APPLICATIONS NOTE</u></b> | : | Mr P Mokotong Tel No: (018) 487 4300                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                           | : | Email to <a href="mailto:Recruitment08@dmp.gov.za">Recruitment08@dmp.gov.za</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                                           | : | Indian /Coloured or White female and persons with disability are encouraged to apply 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |