

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** : Applicants must be submitted via DMPR E-Recruitment System accessible using the following link <https://erecruitment.dmpr.gov.za>. Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions. Another option is to submit application by post or courier, quoting relevant 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. General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
- CLOSING DATE** : 29 May 2026
- NOTE** : Applications are strongly advised to complete and attach 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.dpsa.gov.za and detailed Curriculum Vitae when submitting applications on DMPR E-Recruitment System. 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 16/84** : **ECONOMIC DEVELOPMENT OFFICER REF NO: 072**
- SALARY** : R338 106 per annum (Level 07)
- CENTRE** : Gauteng Regional Office, Braamfontein
- REQUIREMENTS** : Bachelor's degree/Advance diploma in Town and Regional Planning / Economics / Development Studies / Public Administration / Business Administration / Local Economic Development / Environmental / Resource

- Economics (NQF 7) and a valid driver's license with 2 years relevant experience in the field of Mineral Regulation, Knowledge of: General understanding of mining industry and relevant legislation, Understanding of MPRDA and other relevant legislation, policies and guidelines, Familiarity with developmental objectives of government, Skills: Interpret maps, Communication and computer skills, Report writing, Map office Research, Stakeholder relations. Thinking demand: Strong ability to conduct research into and recognizing conflicts between surface development and mining titles or regional map office, Strong ability to think laterally, identify linkages and effectively communicate to establish co-operation between various role players.
- DUTIES** : Administer land use applications. Conduct inspection, audit and assessment of Land Use and/or Township Development applications to ascertain any impediments. Administer the existing old order rights application in terms of re-registration, transfer, modification and abandonments. Provide advice and handle enquiries on surface land rights applications by external stakeholders. Compile the record of decision (ROD) letter with recommendations for approval. Maintain and update the surface land rights applications register books and databases (proclaimed and unproclaimed land applications).
- ENQUIRIES NOTE** : Mr. Dipotso Mokgwasi at 071 475 8354
: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Indian /Coloured or white male including persons with disability.
- POST 16/85** : **PERSONAL ASSISTANT TO CHIEF DIRECTOR: OFFICE OF THE DIRECTOR GENERAL REF NO: 073**
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07)
: Head Office, Pretoria
: A National Diploma in Office Administration/Office Management and Technology/Public Administration (NQF 6), minimum of 1 year appropriate experience before or after qualification was obtained Knowledge of: Knowledge on the relevant legislation/polities/prescripts and procedure, Basic knowledge on financial administration, Skills: Language skills and ability to communicate well with people at different level and from different background, Good telephone etiquette, Computer literacy, Sound organisational skills, Good people skills, High level reliability, Ability to act with tact discretion, Self-management and motivation, Thinking demand: Ability to do research documents and situations.
- DUTIES** : Provides secretarial/receptionist support service to the manager. Render administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the Manager's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure the application thereof is understood properly.
- ENQUIRIES NOTE** : Ms. N Ndebele Tel No: (012) 444 3159
: All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Indian /Coloured or white male including persons with disability.
- POST 16/86** : **ADMINISTRATION CLERK: (MINERAL STATISTICS) REF NO: 074**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum (Level 05)
: Head Office, Pretoria
: Grade 12 (NQF 4) with no experience, Knowledge of: Logical, Creative, Objective, Accurate, Skills: Communication skills (verbal and written) computer skills, creativity and innovation, interpersonal skills, Analytical skills, Numerical, Organising and co-ordination, Thinking demand: Logical, Creative/innovative thinker, Objective, Accurate.
- DUTIES** : Capture and update statistical information. Extract information from SAMINDEX and related databases. Provide administration support. Liaise with mines and other organisations where figures are questionable or have not been received.

ENQUIRIES
NOTE

- : Ms. M Galane Tel No: (012) 444 3735
- : All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Indian /Coloured or white male including persons with disability.