

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** : 07 August 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.

MANAGEMENT ECHELON

- POST 26/107** : **PRINCIPAL INSPECTOR REF NO: 080**
- SALARY** : R1 317 384 per annum (Level 13), (all-inclusive package)
- CENTRE** : Western Cape Region, Cape Town
- REQUIREMENTS** : Bachelor Degree in Mining Engineering, Electrical/ Mechanical Engineering (NQF 7) PLUS Mine Manager's Certificate of Competency or Advanced

		Diploma, Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 5 years senior/middle management 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. Organisational ability control, interpretation and application of legal matters and policies. Teamwork. Training. Negotiating. Adaptability. Conflict handling. Computer literacy. Loyalty towards work. Innovative thinker. Dedication Thinking Demand: 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 honesty.
<u>DUTIES</u>	:	Manage the Mine Health and Safety Directorate. Ensure the conducting of and reporting on all underground, shaft and surface audits and inspections on matters relating to mine safety, mine equipment, occupational hygiene and medicine. Ensuring the conducting of and reporting on of all investigations into mine related accidents and diseases, contraventions and complaints. Provide the necessary reports on mine closures, prospecting rights, mining rights and permits EMP's and township development. Provide regional reports, revision of mining legislation, guidelines and standard; and applications of exemptions, permissions and approvals. Ensure the conducting, testing and licensing of equipment on mines i.e. winders lifts, chairlifts, boilers and conduct statutory inspections. Ensure holding of any necessary board of examiners.
<u>ENQUIRIES</u>	:	Mr. T Ngwenya at 082 452 9038
<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 . All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The Candidate will have to disclose her/ his financial Interests. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: Indian /Coloured or white female are encouraged to apply.
OTHER POSTS		
<u>POST 26/108</u>	:	<u>INSPECTOR: MINE SURVEYING REF NO: 081 (X3 POSTS)</u> Re-advertisement, candidates who applied previously need not to re-apply
<u>SALARY</u>	:	R932 292 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria, Head Office
<u>REQUIREMENTS</u>	:	A National Diploma in Mine Surveying/ Mineral Resource Management (NQF 6) with Mine Surveyors Certificate of Competence and valid driver's licence PLUS minimum of 3 years' experience at junior managerial level in Mine Surveying, Knowledge of: In-depth understanding and knowledge of the mine health and safety, knowledge of the policy regime affecting the minerals and mining industry, government policy and legislation Skills: Problem solving, Communication (Verbal, written, liaison), Influencing skills, Negotiation skills, Proven management skills, Management and Organisation skills, Advanced analytical skills, Good interpersonal relations 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, Change management, Thinking demand: Creative/ innovative thinker, Logical, Objective, Accurate, Diplomatic.
<u>DUTIES</u>	:	Conduct underground inspection, compile reports and maintain records. Conduct inspection of plans and records of surface and underground mines, compile reports and maintain records. Investigate and make recommendations surface utilization applications, compile reports and maintain records. Process statutory applications regarding mine and surveying permissions and exemptions, compile reports and maintain records. Serve on mine surveying

		related committees and attend seminars Conduct practical mine surveying field tasks.
<u>ENQUIRIES</u>	:	Ms. G Sekwati Tel No: (012) 444 3789
<u>NOTE</u>	:	All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: Indian /Coloured or white male are encouraged to apply.
<u>POST 26/109</u>	:	<u>PERSONAL ASSISTANT TO DDG: MINERAL AND PETROLEUM REGULATION REF NO: 082</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. D Moraile Tel No: (012) 444 3139
<u>NOTE</u>	:	All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: Indian /Coloured / White male including persons with disability encouraged to apply.
<u>POST 26/110</u>	:	<u>DRIVER/ MESSENGER REF NO: 083</u> (Office of the Deputy Minister): Mineral and Petroleum Resources
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 10 and a valid driver's licence. Plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service, Broad knowledge and understanding of the functional areas covered by the executive authority's portfolio, working knowledge of the political and parliamentary processes in South Africa Skills: computer literacy. Communication skills (verbal and written). Creativity and innovation. Interpersonal skills, Thinking Demand: Logical. Creative/Innovative thinker. Objective. Accurate. Diplomatic.
<u>DUTIES</u>	:	Collect and deliver documents, Transport employees in the office of the Deputy Minister and guests and special advisors of the Deputy Minister, Maintain knowledge on the policies and procedures that applies in the work environment. Render a general support function in the office of the Deputy Minister.
<u>ENQUIRIES</u>	:	Ms. N Ndebele Tel No: (012) 4443159
<u>NOTE</u>	:	All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: Indian /Coloured or white male are encouraged to apply.
<u>POST 26/111</u>	:	<u>FOOD AIDE SERVICE REF NO: 084</u> (Office of the Deputy Minister): Mineral and Petroleum Resources
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Head Office, Pretoria

- REQUIREMENTS** : ABET 2 (NQF 1), plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.
- DUTIES** : Clean kitchen utensils and equipment, provide catering support services. Keep stock of kitchen utensils and equipment. Apply hygiene and safety measures, maintain quality control measures of all food provided. Removal of garbage disposal.
- ENQUIRIES** : Ms. N Ndebele Tel No: (012) 444 3159
- NOTE** : All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: Indian /Coloured or white male are encouraged to apply.