

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.

<u>APPLICATION</u>	:	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.
<u>CLOSING DATE</u>	:	16 October 2026
<u>NOTE</u>	:	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. 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. 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. 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

<u>POST 35/108</u>	:	<u>DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF NO: 097</u> This is a re-advert, candidate who applied previously are encouraged to re-apply.
<u>SALARY</u>	:	R1 885 710 per annum (Level 15), (all-inclusive package)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Honours Degree or Postgraduate Diploma in Business Management/ Business Administration/ / Public Management/ Public Administration or an appropriate Postgraduate qualification (NQF Level 8) Plus minimum of 8 years' experience at senior managerial in a relevant field. Knowledge of: Understanding of DMPR policies, functions, projects etc. In-depth knowledge of human capital management, knowledge management policies, standards and procedures. Relevant legislation and regulatory frameworks. Systems thinking, integration and business process optimisation. Policy development, strategic planning. Internal and external communication and liaison. Skills: Communication skills (verbal and written). Management and organisational skills. Computer skills. Creativity and innovation. Interpersonal skills. Analytical skills. Numerical skills. Organising and co-ordination. Facilitation and implementation. Well-developed interpersonal relationships at all levels. Teamwork. Financial Management. Negotiation and consultation skills. Problem solving and analysis. Strategic Capability and leadership. Change management. Policy development and implementation. Legal interpretation and Implementation; Thinking Demand: Creative/ innovative thinker. Ability to analyse information. Logical. Objective. Accurate. Diplomatic.
<u>DUTIES</u>	:	Provide strategic direction to advance the achievement of the DMPR's missions, strategic objectives mandate. Ensure the development and implementation of facilities and security strategies and systems for efficient infrastructure management including cleaning services, health and safety, security and reception. Oversee the development and implementation of human capital management strategies and system and drive the integration and execution of culture, change, wellness, performance, labour relations and other HR services. Drive the development and execution of communication, Marketing, and Stakeholder Management strategies and systems, media relations, and other stakeholder engagement functions. Oversee the provision of strategic leadership and support to Minister and Director-General in the execution of their responsibilities relating to oversight of the State Owned Enterprise. Oversee the management of Information Technology functions of the Department to ensure the establishment of sound information Management Systems. Oversee the provision of Legal support and advisory service to the Ministry and Department. Lead and manage the people, financial, governance, compliance, systems and risk aspects of the portfolio and ensure successful execution and delivery of the branch's priorities, programs and project.
<u>ENQUIRIES</u>	:	Ms LM Maluleka at 082 303 7721
<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 assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Note: Preference will be given to women for top management level and consideration can be given to the employment of persons with disability are encouraged to apply.
<u>POST 35/109</u>	:	<u>PRINCIPAL INSPECTOR REF NO: 098</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Western Cape Region, Cape Town
<u>REQUIREMENTS</u>	:	Bachelor Degree / Advanced Diploma / B Tech in Mining Engineering / Electrical / Mechanical Engineering (NQF 7) PLUS Mine Manager's Certificate of Competency or certificate of competency for Mechanical or Electrical Engineering (Mines) with minimum of 5 years' experience in senior/middle management level 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.

DUTIES : 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. 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.

ENQUIRIES : Mr. T Ngwenya at 082 452 9038
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. Note: Indian/Coloured or white female are encouraged to apply.

OTHER POSTS

POST 35/110 : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: 099**

SALARY : R932 292 per annum (Level 11), (all-inclusive package)
CENTRE : KwaZulu-Natal Region, Durban
REQUIREMENTS : National Diploma in Mining Engineering (NQF6), Mine Manager's Certificate of Competency minimum of 3 years' experience in mining and a valid driver's license, Knowledge: Practical and theoretical knowledge of mining, Legal Knowledge, Departmental Directives, Public Service Act and Regulations, Personnel Code, Directives, Skills: Team work, Loyalty towards work, Innovative Thinker, Receptive towards 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 matters and policies, Team Work, Training, Negotiating, Adaptability, Conflict handling, Training and Computer Literacy.

DUTIES : Conduct and report on underground, shaft and surface audits and inspections 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 analyse mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary board of examiners. Investigate, consult and provide inputs on mine closures, prospecting rights, mining rights and permits, EMPs and Township development. Provide inputs to regional reports, revision of mining regulations, guidelines, standard and applications of exemptions, permissions and approvals related to mining.

ENQUIRIES : Mr S Gumede Tel No: (031) 335 9691
NOTE : Indian/Coloured or White female are encouraged to apply.

POST 35/111 : **ADMINISTRATION CLERK REF NO: 0100**

SALARY : R237 453 per annum (Leve 05)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : Grade 12 (NQF 4) and valid driver's license, Knowledge: Public Finance Management Act. Treasury Regulations. DMPR Policies. Knowledge of Public Service Regulations. Skills, Communication skills (Verbal and written), Computer skills, Planning and organising. Thinking Demand: Analytical. Creativity. Research and administrative skills.

DUTIES : Render logistical and secretariat support. Provide supply chain clerical support within the component. Ensure document management within Directorate.

		Provide personnel administration clerical support services within the Directorate.
<u>ENQUIRIES</u>	:	Ms. T Abrahams Tel No: (041) 403 6607
<u>NOTE</u>	:	Indian/Coloured or White female and persons with disability are encouraged to apply.
<u>POST 35/112</u>	:	<u>ADMINISTRATION CLERK: STRATEGY MANAGEMENT AND PLANNING</u> <u>REF NO: 0101</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF 4) and valid driver's license, Knowledge: Public Finance Management Act, Treasury Regulations. DMPR Policies. Knowledge of Public Service Regulations. Skills Good communication skills (Verbal and written), Computer skills, Planning and organising. Thinking Demand: Analytical. Creativity, Research and administrative skills.
<u>DUTIES</u>	:	Render logistical and secretariat support. Provide supply chain clerical support within the component. Ensure document management within Directorate. Provide personnel administration clerical support services within the Directorates.
<u>ENQUIRIES</u>	:	Ms. N Mbeje Tel No: (012) 444 3602
<u>NOTE</u>	:	Indian/Coloured or White Male and persons with disability are encouraged to apply.