

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) 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 will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae 012 444 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 03 April 2023
- 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 the 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, 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 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 are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Job applicant for SMS positions should note that all shortlisted candidates for SMS posts will be expected to prepare themselves for a technical exercise(s) as part of the Interviews. After the interviews the selection panel will recommend candidates to attend a generic managerial competency assessment. 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. 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. With regard to SMS posts, no appointment shall be effected 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>. 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. The Department reserves the right not to fill any advertised post at any stage of the recruitment process.
- ERRATUM:** Kindly amend the closing date and enquiry contact details of the following post: Inspector: Mine Health and Safety (Ref No: DMRE /2333), advertised in the Public Service Circular 08 dated 03 March 2023. The correct enquiry is Mr J Melembe Tel No: (018) 487 4300. The closing date will be extended to 24 March 2023.

OTHER POSTS

- POST 10/95** : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2344**
- SALARY CENTRE** : R766 584 per annum (Level 11), (all-inclusive package)
: Western Cape Region, Cape Town

<u>REQUIREMENTS</u>	:	A National Diploma in Occupational Hygiene /Environmental Health / Environmental Management (NQF 6) Plus Certificate on Mine Environmental Control plus a valid driver's licence, with a minimum of 3 years' experience in occupational hygiene Plus the following competencies: Knowledge of: Mine Health and Safety Act and Regulations & Legal, Hazard identification and risk management, Public Service Staff Code, DMRE Policy, Skills: Ability to interpret and apply Mine Health and Safety Act; DMR Policy and staff codes, Management skills- planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skills, Language proficiency, Computer skills, Thinking demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic personality.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene 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 input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene.
<u>ENQUIRIES</u>	:	Mr. L Polley at 082 461 4247
<u>NOTE</u>	:	Indian, Coloured or White females are encouraged to apply.
<u>POST 10/96</u>	:	<u>INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2345</u>
<u>SALARY</u>	:	R766 584 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Free State Region, Welkom
<u>REQUIREMENTS</u>	:	A National Diploma in Occupational Hygiene /Environmental Health / Environmental Management (NQF 6) PLUS Certificate on Mine Environmental Control plus a valid driver's licence, with a minimum of 3 years' experience in occupational hygiene Plus the following competencies: Knowledge of: Mine Health and Safety Act and Regulations & Legal, Hazard identification and risk management, Public Service Staff Code, DMRE Policy. Skills: Ability to interpret and apply Mine Health and Safety Act; DMR Policy and staff codes, Management skills- planning, leading, organising and controlling, Report writing and formulation, Good interpersonal relations, Be able to recommend mining occupational hygiene solutions, Negotiation skills, Language proficiency, Computer skills, Thinking demands: Innovative thinker, Analyse situations carefully, Make fair and reasonable decisions, Receptive to suggestions and ideas, Be able to stay calm and collective during difficult situations, Dynamic personality.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspections on matters relating to occupational hygiene exposures, stressors and other matters relating to mine occupational hygiene 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 input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational hygiene.
<u>ENQUIRIES</u>	:	Mr P Nyaqcela Tel No: (057) 391 1391/73
<u>NOTE</u>	:	Indian, Coloured or White females are encouraged to apply.
<u>POST 10/97</u>	:	<u>PETROLEUM LICENSING ANALYST REF NO: DMRE/2346</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Business Management/ Economics/ Accounting/ Financial Management/ Energy Studies/ Natural Science/ Engineering (NQF 6) with a minimum of 3 years' experience in hydrocarbons related sector PLUS the

following competencies Knowledge of: knowledge of and interest in the South African energy and petroleum industries. Petroleum Products Act, 1977 (Act 120 Of 1977), as amended and regulations thereto. Working knowledge of regulatory and administrative systems. Experience in data manipulation and analysis, as well as report writing. Working knowledge of Petroleum and Liquid Fuels Charter and a strategic understanding of the implementation potential and/or constraints thereof. Skills: Analytical skills. Convey PPAA knowledge to clients and directing client on what supporting evidence is required. Organising, planning and interpersonal skills. Good communication skills (written and verbal). Ability to communicate clearly with stakeholder in the public and private sectors. Thinking Demands: Evaluation and verification of license applications. Confirm, validity and clarify applications to ensure that they are complete and in line with prescriptions of PPAA and related regulation. Evaluate applications, records or documents to gather information about eligibility or liability issues to ensure that the application complies with the provisions of section 2B of the regulation. Determine the economic viability of the Business (Net Present Value). Conduct re-site visit on request with the Regional Director as per Ministerial directive for re-evaluation of an application to verify the need for the retailing operation and determine whether the operation will promote the objectives of the PPAA. Determine the level the compliance with the Charter (section 2C of the Act) when considering license applications. (e.g., Unemployment and poverty, promotion of the advancement of Historically Disadvantage South Africans, Effect to the Charter, Ownership, Control, Procurement and Employment Equity. Assist in handling the ministerial enquiries regarding Petroleum Product Amendment Act (Objections in terms of Regulation 4 (4) of Site, 16 (4) of Retail, 4 (4) Wholesale and Manufacturing). Handle enquiries and provide advice with regards to licensing issues. Provide managerial activities.

DUTIES

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**ENQUIRIES
NOTE**

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Ms P Manthata Tel No: (012) 406 7347
Indian, Coloured or White male are encouraged to apply.

POST 10/98

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ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2347

**SALARY
CENTRE
REQUIREMENTS**

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R491 403 per annum (Level 10)
Eastern Cape Region, Port Elizabeth
Bachelor's Degree/ B-Tech Degree/ Advanced Diploma in Environmental Management/ Natural Science/ Environmental Science (NQF Level 7), with a Minimum of 3 years' experience in the industry. Driver's Licence, Plus the following competencies Knowledge of: Knowledge of integrated environmental management relative to prospecting and mining work programmes, Knowledge of impact assessment remediation and evaluation methods, 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 team work, good verbal and non-verbal communication skills, excellent English reading and writing skills Thinking Demands: Pragmatic environmental, problem solving abilities, Innovative thinking abilities. Ability to manage diverse public demands.

DUTIES

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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 environmental liabilities for operations and ensure the evaluation of adequacy of financial provision. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the Public. Consult with relevant State Departments and assist clients through promotion of administrative justice. Provide managerial activities.

**ENQUIRIES
NOTE**

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Mr S Lurwengu Tel No: (014) 403 6631
Indian male or persons with disability are encouraged to apply.

<u>POST 10/99</u>	:	<u>ASSISTANT DIRECTOR: PETROLEUM EXPORT AND IMPORT REF NO: DMRE2348</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Economics (NQF Level 6) with a minimum of 3 years' experience in Economics field Plus the following competencies Knowledge of: Knowledge and understanding of Public Service policies, prescripts and regulations (PFMA, PPAA, DMRE Guidelines on Importation and Exportation of Crude Oil and Petroleum Products etc.). Policy analysis. Skills: Analytical skills. Written and verbal communication skills. Computer skills. Report writing skills. Research skills. Presentation and facilitation skills. Thinking Demands: Decision Making. Creativity and initiative.
<u>DUTIES</u>	:	Receive and verify applications for import/export permits. Provide feedback and advice to applicants of import/ export permits. Maintain a database of all data regarding imported/exported products. Collect and analyse import/exports data from the oil companies as per the imports and exports guidelines. Participate in various fuel supply meetings and forums with oil industry. Conduct research and report on activities /developments relating to Petroleum products imports and exports. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr M Mahlangu Tel No: (012) 406 7376
<u>NOTE</u>	:	Indian, white or Coloured female candidates are encouraged to apply. Candidates who applied previously are encouraged to re-apply.
<u>POST 10/100</u>	:	<u>MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMRE/2349</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Limpopo Region, Polokwane
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree/ B- Tech Degree/ Advanced Diploma in Law or LLB (NQF Level 7), with a minimum of 1 years' experience in basic administration and legal procedures. Plus, the following competencies Knowledge of: Basic Knowledge of the MPRDA, Basic Knowledge of previous minerals legislation, Basic knowledge of administration procedures, Basic knowledge of Departmental policy i.r.o Mineral Regulation, Basic knowledge of computer programs. Skills: Ability to write reports, Ability to write submissions, Ability to conduct meetings, Ability to communicate (written and oral), Ability to act as a mediator between (aggressive) parties. Thinking Demands: Able to think when exposed to demanding situations.
<u>DUTIES</u>	:	Evaluate and process applications for mineral, prospecting, mining and related rights. Make recommendations and write reports regarding the granting of rights. Carry out site inspections to ensure that the terms and conditions of granted rights are complied with. Assist Clients through the process of administrative justice. Assist with surface usage applications and evaluation of surface utilization in relation to exploitation of minerals (only where Economic Development Sub directorate has not been established. Evaluate all empowerment transactions to give effect to the objects of the charter and the acts.
<u>ENQUIRIES</u>	:	Mr A Mulaudzi Tel No: (015) 287 4742
<u>NOTE</u>	:	Coloured or white male are encouraged to apply.
<u>POST 10/101</u>	:	<u>SIGN LANGUAGE INTERPRETER REF NO: DMRE/2350</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Communication with Sign Language as a major (NQF level 6) with minimum of 1 year 'experience in sign language Knowledge of: Government Protocol Practices. Government Procurement process. Financial Process. Knowledge and understanding of DMRE policies, functions, projects etc. Skills: Computer Skills. Creativity and innovation skills. Interpersonal Skills. Analytical Skills. Organizing and Co-ordination. Facilitation and Implementation Well-developed interpersonal relationships at all levels. Problem solving and implementation.
<u>DUTIES</u>	:	Provide voice to sign and sign to voice oral translation. Prepare for daily activities/events. Responds to inquiries from clients and other staff on behalf of hearing person and persons who are deaf or have hearing impairments. Provide logistical and support services to the Directorate.
<u>ENQUIRIES</u>	:	Ms. L Ntsoko Tel No: (012) 406 7799

NOTE : Indian or White male are encouraged to apply

POST 10/102 : **OFFICE ADMINISTRATOR (AUDIT SERVICES) REF NO: DMRE/2351**

SALARY : R269 214 per annum (Level 07)

CENTRE : Head Office, Pretoria

REQUIREMENTS : National Diploma in Office Administration/ Office Management and Technology/ Public Administration (NQF level 6), driver's licence, with minimum of 1 year experience in performing administrative duties Knowledge of: knowledge and understanding of public service policies and prescript Skills: written and verbal communication skills. Computer skills. Minute taking. Presentation and facilitation skills. Report writing skills Thinking Demands: Creativity and initiative. Decision making. Information evaluation.

DUTIES : Provide secretarial support to Senior Management. Provide administrative support to the Chief Directorate. Provide administrative support to the Audit Committee. Filing and records management. Compile staff productivity statistics and results of Client satisfaction surveys. Maintain a register of audit projects. Support the manager with the administration of the budget.

ENQUIRIES : Mr. M Mphuthi Tel No: (012) 406 7306

NOTE : Indian or White or Coloured males candidates are encouraged to apply.