

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 Tel No: 012 406 7737 / Mr P Ndlovu Tel No: 012 406 7506/ Ms M Palare Tel No: 012 406 7426
- CLOSING DATE** : 09 June 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.

MANAGEMENT ECHELON

- POST 18/45** : **DIRECTOR: PETROLEUM POLICY REF NO: DMRE/2376**
- SALARY** : R1 162 200 per annum (Level 13), (all- inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree in Chemical Engineering/ LLB/ Policy Development Studies/ Petroleum Engineering (NQF 7) with minimum of 5 years' experience in policy development in senior/ middle management level Plus the following competencies: Knowledge of: Policy Development process; Detailed knowledge of Petroleum sector. Project management; Financial management. Policies / laws governing the Petroleum sector. Skills: Leadership,

Management. Planning and organizing. Project management. Communication (verbal and written skills). Policy analysis and development. Computer. Presentation and interpersonal skills. Influencing and negotiation skills. Thinking Demands: Problem -solving. Innovative, Analytical, Creativity, Critical thinking.

DUTIES : Manage, plan and develop strategic policy directions for delivering major policy initiatives relating to petroleum. Manage processes to analyse and evaluate existing policies and formulate future policy options and initiatives for petroleum. Lead interactive and consultative processes with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing/ proposing petroleum policies. Manage the development and review of legislations and regulations on petroleum efficiency and petroleum sector. Provide support/ advice to the Director- General, Deputy Minister and the Minister on policy related matters. Liaise with petroleum regulators in South Africa and other regulators abroad. Manage the Directorate.

ENQUIRIES NOTE : Dr O Masekoa Tel No: 012 444 3868
: 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 assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

POST 18/46 : **DIRECTOR: MONITORING AND EVALUATION REF NO: DMRE/2376**

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), (all- inclusive package)
: Head Office, Pretoria
: National Diploma/ Degree in Administration /Social Science (NQF 7) with minimum of 5 years' experience at middle /senior managerial level in monitoring and evaluation environment. Valid drivers license Plus the following competencies: Knowledge of: Knowledge and understanding of all relevant legislation and regulations that govern the public service including the PFMA and Treasury Regulations, Public Service Act, the Labour Relations Act etc. Knowledge of monitoring and evaluation frameworks including the Government wide monitoring and evaluation system. Knowledge of the legislation that is applicable to the Department and the sector. Strategic and operational planning. Government planning systems and departmental strategy formulation. DPSA prescript in respect of the SDIP. Knowledge of the Programme Performance Management Framework. Familiarity with: Corporate Governance Principles (King II and King III). Other relevant legislation that governs the public service. Government priorities and imperatives. The whitepaper on the Transformation of public service (Batho- Pele). Skills: Computer literacy, Writing and editing skills, Accuracy. Good verbal and written communication skills. Numeracy Thinking Demands: Innovative. Decision making. Information analysis and evaluation.

DUTIES : Manage the development, implementation and maintenance of monitoring and evaluation tools and systems, including compilation of quarterly performance information reports on organisational performance and annual, quarterly and operational targets. Manage the development, maintenance and implementation of performance monitoring, evaluation and reporting frameworks, systems and procedures for the Department. Manage the compilation of branch quarterly performance reports and the collection of branches supporting evidence. Review /edit quarterly performance presentations for internal and external stakeholders. Provide guidance and advice on the application of performance monitoring, evaluation and reporting systems and procedures based on best practices and centre of government prescript and developments and make recommendations on: Delivery programmes in terms of annual quarterly and operational targets. Areas for improvement based on environmental scanning and best practices. Manage the Directorate.

ENQUIRIES NOTE : Mr L Mulaudzi at 079 501 9968
: Recommendations/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 assessments and technical

assessment. The Candidate will have to disclose her/ his financial Interests.
Note: Female candidates are encouraged to apply

OTHER POSTS

POST 18/47

DEPUTY DIRECTOR: GAS POLICY REF NO: DMRE/2377

SALARY : R811 560 per annum, (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree/ National Diploma in Petroleum Engineering / Metallurgical/ Chemical / Process Engineering / Natural Science / Geology / Environmental Science/ Developmental Studies/ Degree in Law/LLB Plus the following competencies of minimum of 3 years' experience at a junior managerial level in the gas sector. Certificate in Legislation Drafting/ Policy Development/Energy Studies will be an added advantage. Preference will be given to candidate with legal qualifications. Knowledge of: Policy Development Process, detailed knowledge of energy sector, project management, financial management, departmental policies and procedures, other government, department policies (especially economic cluster Skills: Leadership, Management, planning and organising, project management, Communication (Verbal & written), policy analysis and development, computer, presentation skills, interpersonal skills, language skills; Thinking Demands: Innovative, Analytical, creativity, decision reasoning/making.

DUTIES : Plan and develop policy initiatives relating to gas sectors. Analyse and evaluate existing policies and formulate future policy options and initiatives for gas. Interact and consult with appropriate government and non- government agencies and key industry or sector stakeholders on the process of developing/ proposing gas policies. Conduct policy presentation and represent the Department at various forums or workshop on gas related matters. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the gas sectors. Draft and amend legislations and/or review regulations in relation to energy efficiency and electricity industry. Provide managerial activities.

ENQUIRIES : Mr G Nhlapho Tel No: 012 444 3836

POST 18/48

INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2378

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : North -West Region
REQUIREMENTS : National Diploma in Mining Engineering (NQF Level 6) Plus Mine Manager's certificate of competency with minimum of 3 years' experience in the mining. Driver's License Plus the following competencies: Knowledge of: Practical and theoretical knowledge of mining. Legal knowledge. Departmental Directive. Public Service Act and Regulations. Personnel code directives Skills: Teamwork. Loyalty towards 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 Demands: Good inter-personal relations, communication verbal and oral organisational ability control, interpretation and application of legal matter and policies. Teamwork. Training, negotiation, adaptability, conflict handling and computer literacy.

DUTIES : Conduct and report on underground shaft and surface audits and inspections on matter relating to ground stability, support, explosive, 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 analyses of 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, EMPs and township development. Provide inputs to regional reports, revision of mining regulations, guidelines and standard, and applications of exemptions, permissions and approvals related to mining.

ENQUIRIES : Mr J Melembe Tel No: (018) 487 4300

POST 18/49

INSPECTOR: MINE SURVEYING REF NO: DMRE/2379

**SALARY
REQUIREMENTS**

R811 560 per annum (Level 11), (all-inclusive package)
National Diploma in Mine Surveying (NQF6) Plus Mine Surveyor's Certificate of Competency with minimum of 3 years' experience mine surveying, valid driver's licence. In -service management courses, personnel evaluation techniques. In-service legal aspects courses. Risk management courses PLUS the following competencies Knowledge: In-depth understanding and knowledge of mine health and safety. Knowledge of the policy regime affecting mineral and mining industry. Skills: Problem solving skills. Communication (verbal, written and liaison skills). Influencing and Negotiation skills. Proven managerial skills. Management and organising skills. Advanced analytical skills. Good interpersonal relations at all levels. Conflict management skills. Creativity and innovation. Numerical. Coordinating. Facilitating and implementation. Financial management. Consulting skills. Problem solving and analysis. Strategic capability and leadership. Change management Thinking Demands: Creative/ innovative. Logical. Objective. Accurate. Diplomatic.

DUTIES

: Conduct underground inspections, compile report and maintain records.
: Conduct inspection of plans and records of surface mines, compile reports and records. Investigate and make recommendations regarding surface utilisation applications, compile reports and maintain records. Process statutory applications regarding mine surveying permissions and exemptions, compile reports and maintain records. Serve on mine committees and attend seminars. Conduct practical mine surveying fields tasks. Provide managerial activities.

**ENQUIRIES
NOTE**

: Mr NV Mahwasane at 072 9341899
: Indian or Coloured or White female candidates are encouraged to apply.

POST 18/50

ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION REF NO: DMRE/2380

**SALARY
CENTRE
REQUIREMENTS**

: R527 298 per annum (Level 10)
: North-West Region, Klerksdorp
: bachelor's degree / B-Tech Degree/ Advance Diploma in Law or LLB (NQF level 7) and Valid Driver's licence with minimum of 3 years' experience in the industry Knowledge of: Basic Knowledge of the MPRDA. Basic Knowledge of previous mineral 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 communicate (written and oral) Ability to act as mediator between (aggressive) parties Thinking Demands: Ability to think when exposed to demanding situations.

DUTIES

: Administer the administrative process for each right or permit application in compliance with the Law. Research potential conflict between applications, prior rights, and land usage to advise in the decision -making process. Ensure the arrangements for the payment of royalties and prospecting fees to the state in accordance with the law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure/Process surface usage applications and evaluate surface utilization in relation to the exploitation of mineral (only where Economic Development Sub Directorate has not been established). Assist clients through the process of administrative justice. Provide managerial activities.

**ENQUIRIES
NOTE**

: Ms T Ntjoboko Tel No: (018) 487 4300
: Indian, Coloured or White males and persons with disability are encouraged to apply.

POST 18/51

ASSISTANT DIRECTOR: SOCIAL & LABOUR PLAN REF NO: DMRE/2381

**SALARY
CENTRE
REQUIREMENTS**

: R527 298 per annum (Level 10)
: Kwa Zulu- Natal Region, Durban
: Bachelor's degree/ Bachelor of Technology degree/ Advance Diploma in Economics, Industrial Science, Industrial Psychology/ Social Science majoring with Development studies or Economics (NQF level 7) with minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA. Basic knowledge of administration procedures. Basic knowledge of computer programs. Basic knowledge of Previous Mineral Legislations. Basic knowledge of Departmental Policy and Mineral Regulation Skills: Analytical capacity, reporting, writing and formulation project management, computer

		literacy, research and communication, Thinking Demands: Interpretation and implementation of policies, proactivity, decision making, forward planning and ability to work under pressure.
<u>DUTIES</u>	:	Align SLPs with the municipal IDPS/LED programmes to ensure sustainable projects. Adjudicate the process of Social and Labour Plan for mining right applications. Design and implement inspection programme. Attend community and other stake-holder meetings on mining issues and conduct workshops. Facilitate the effective implementation process of downscaling and retrenchments. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr N Ravhungoni Tel No: (031) 335 9627
<u>NOTE</u>	:	White, Coloured male or persons with disability are encouraged to apply.
<u>POST 18/52</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DMRE/2382</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape Region, Cape Town
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree in administration or financial (NQF Level 7) with a minimum of 3 years' experience in the industry PLUS the following competencies Knowledge of: Knowledge and understanding of legislation, policies and work procedures. Knowledge of the mining industry. Knowledge of the Public Service Legislation including PFMA. Background knowledge of MPRDA i.r.o applications, royalty/ prospecting fee payments and financial provisions Skills: Organisational and communication skills. Computer and management skills. Numeracy and financial management skills. Internal audit skills Thinking Demands: Decision Making. Information evaluation. Creativity. Have experience in both creditors and debtor's functions. Analytical thinker.
<u>DUTIES</u>	:	Assist the Regional Manager to manage and control budget expenditure in the region. Manage an enquiry service/ helpdesk to ensure efficient service delivery in the region. Provide an administrative management service in terms of Supply Chain Management, Human Resource related matters, risk management, facility management and event management. Manage both revenue and financial provision collection, record keeping, and management control systems. Manage the receiving and recording of applications in terms of the Mineral Petroleum Resource Development Act. Ensure that access to information requests is handled in line with the prescripts. Manage and maintain an effective registry service to Regional Office. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr P Swart Tel No: (021) 427 1057
<u>NOTE</u>	:	African or Indian are encouraged to apply.
<u>POST 18/53</u>	:	<u>ASSISTANT DIRECTOR: MINERAL LAWS ADMINISTRATION AND RMDEC REF NO: DMRE/2383</u>
<u>SALARY</u>	:	R527 298 per annum (Level 10)
<u>CENTRE</u>	:	Western Cape Region, Cape Town
<u>REQUIREMENTS</u>	:	B-Tech / Bachelor- Degree/ Advanced Diploma in Law or LLB (NQF 7) with a minimum of 3 years' experience in the industry Knowledge of: Basic knowledge of the MPRDA. Basic knowledge of previous mineral 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 mediator between (aggressive) parties. Thinking Demands: Ability to think when exposed to demanding situations.
<u>DUTIES</u>	:	Administer the administrative process for each right or permit application in compliance with the Law. Research potential conflict between applications, prior rights and land usage to advise in the decision- making process. Ensure the arrangements for the payment of royalties and prospecting fees to the state in accordance with the law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure/ process surface usage applications and evaluate surface utilization in relation to the exploitation of mineral (only where Economic Development Sub- Directorate has not been established). Provide support to the regional mining development and environmental committee (RMDEC). Evaluate all empowerment transactions to give effect to the objects to the charter and the Acts.
<u>ENQUIRIES</u>	:	Mr P Swart Tel No: (021) 427 1057
<u>NOTE</u>	:	African or Indian are encouraged to apply.

<u>POST 18/54</u>	:	<u>SIGN LANGUAGE INTERPRETER REF NO: DMRE/2384</u>
<u>SALARY</u>	:	R359 517 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
<u>NOTE</u>	:	Indian or White males are encouraged to apply
<u>POST 18/55</u>	:	<u>MINE ECONOMIST REF NO: DMRE/2385</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	North-West Region, Klerksdorp
<u>REQUIREMENTS</u>	:	bachelor's degree/ B-Tech degree/ Advanced Diploma Mining Engineering / Mine Survey / Geology/ Accounting/ Auditing and Mine Economics with mine valuation as subject (NQF level 7) with 1-year suitable experience. Driver's licence. Knowledge: Understanding of Government policy and procedures, regarding valuation of mine ad asset valuation. Understand the legal requirements related to mining o and applications. In depth mining technical knowledge. In depth economic knowledge. Management principle. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational costs related to mining methods and processing plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Communication between government departments, business organisations and institutions at executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Thinking Demands: Recognising viable business opportunities. Evaluation of viability of mining operations. Applying various resource valuation methods. Awareness of State's goals and objective compared to the business objectives. Valuation of mineral resources and mining projects. Management skills. Budget control. Understanding ore flow and accounting systems and internal economies of mines.
<u>DUTIES</u>	:	Assist in the Adjudication of financial and technical ability on applications for prospecting and mining rights in terms of the MPRDA as well as sustainability of mining operations. Conduct compliance inspection on all prospecting and mining operations where rights are granted in terms of the MPRDA. Handle enquires regarding prospecting work programmes and mining work programme applications and provide advice thereon. Provide administrative task for the Sub-directorate (e.g., filling of operational plans) Monitor the submission of annual audited financial reports or statements and statistical returns in terms of section 28 (2) and (b) of the MPRDA. Monitor and evaluate annual prospecting progress reports.
<u>ENQUIRIES</u>	:	Mr T Manakana Tel No: (018) 487 4300
<u>POST 18/56</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: DMRE/2386</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma / Degree in Public Administration (NQF 6) with minimum of 3 years' experience in administration or secretary support function. Knowledge of: Function of government. Knowledge of relevant legislation/ policies/ prescripts and procedures. Ability to apply policies and standard operating procedures. Skills: good communication skills. Computer literacy (Ms Word,

Excel, PowerPoint, and Outlook) Organisation and time management skills. Good interpersonal skills. Typing skills, Customer focus and responsive. Thinking Demand: Problem solving and analytical thinking skills. Client focus and responsiveness.

DUTIES : Coordinate management committee meetings in line with the Terms of reference (TORs). Coordinate all arrangements for meetings, workshops, and video conferences. Archiving of meetings documents. Preparation and processing of invoices within 3 days of each meeting. Typing and communicating information and updates on committee meetings. Provide administrative support to the Director.

ENQUIRIES : Ms Y Mapekula Tel No: (012) 444 3734

NOTE : Coloured / Indian/ White male and female candidates are encouraged to apply.

POST 18/57 : **PERSONAL ASSISTANT REF NO: DMRE/2387**

SALARY : R294 321 per annum (Level 07)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate Diploma in Office Administration/ Office Management and Technology/ Public Administration (NQF 6) with a minimum of 1 year appropriate experience before or after qualification was obtained, Knowledge of: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic Knowledge on Financial administration Skills: Language skills and the ability to communicate well with people at different levels and from different background, good telephone etiquette, Computer literacy, Sound Organisational skills, Good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation Thinking demands: Ability to do research and analyse documents and situations.

DUTIES : Provides a secretariat/ receptionist support service to the manager. Renders 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 that the application thereof is understood properly.

ENQUIRIES : Mr B Seageng Tel No: 012 444 3172

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

POST 18/58 : **PERSONAL ASSISTANT REF NO: DMRE/2388**

SALARY : R294 321 per annum (Level 07)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate Diploma in Office Administration/ Office Management and Technology/ Public Administration (NQF 6) with a minimum of 1 year appropriate experience before or after qualification was obtained, Knowledge of: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic Knowledge on Financial administration Skills: Language skills and the ability to communicate well with people at different levels and from different background, good telephone etiquette, Computer literacy, Sound Organisational skills, Good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation Thinking demands: Ability to do research and analyse documents and situations.

DUTIES : Provides a secretariat/ receptionist support service to the manager. Renders 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 that the application thereof is understood properly.

ENQUIRIES : Ms K Pitse Tel No: 012 444 7742

NOTE : Indian/ Coloured and White male are encouraged to apply.