

## DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : 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. 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 012 406 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 07 July 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](http://www.gov.za) and [www.dpsa.gov.za](http://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) on application. 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. 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.

## OTHER POSTS

- POST 21/67** : **TECHNICAL ADVISOR: ELECTRICAL ENGINEERING REF NO: DMRE/2389**
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12)(All-inclusive package)  
: Head Office, Pretoria  
: National Diploma / Degree in Electrical Engineer Plus Certificate of Competency as an Electrical Engineer (NQF 6) PLUS 6 years experience in electrical engineering PLUS the following key competencies: Knowledge of in depth understanding 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 & organisation skills.

		Advance 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 Demands: Creativity/ innovative. Logical, objective, accurate, diplomatic.
<b><u>DUTIES</u></b>	:	/KRA's: Participate /lead investigations and inquire conducted in terms of Mine Health and Safety Act (MHSA) where a high level of technical expertise is required. Analyse and monitor accident trends, conduct research and liaise with the Mine Health and Safety inspectorate (MHSI) and national and international counterparts. Provide a linkage between all regions in order to assist with the enforcement of the provisions of the MHSA uniformly and consistently. Identify training needs, provide advice to support services unit as well as provide mentorship and knowledge transfer to MHSI. Identify research needs, legislation and policy requirements and provide technical input to the Policy Unit, Participate in technical task groups for the development of national standards specifications.
<b><u>ENQUIRIES</u></b>	:	Mr XM Mbonambi Contact Number 012 444 3676
<b><u>NOTE</u></b>	:	Indian, Coloured and White female are encouraged to apply
<b><u>POST 21/68</u></b>	:	<b><u>SENIOR INSPECTOR: MINE HEALTH AND SAFETY (REF NO: DMRE/2390)</u></b>
<b><u>SALARY</u></b>	:	R958 824 per annum (Level 12)(All-inclusive package)
<b><u>CENTRE</u></b>	:	Limpopo Region, Polokwane
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Mining Engineering (NQF level 6) PLUS Mine Managers Certificate of Competency with minimum of 3 years' experience at junior managerial level in mining industry with Driver's licence PLUS the key competencies: Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management, Planning, Leading, Organisational and Control Skills. Report writing and formulation. Good international relations. Analyses and interpretation of accidents statistics. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: innovative thinker. Analyse situations carefully, make fair and reasonable decision. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations
<b><u>DUTIES</u></b>	:	KRA's: Coordinate, conduct and report on underground, shaft and surface audits and inspection on matters relating to ground stability, support, explosive, blasting operations and other matter relating to mine safety and take the necessary enforcement action where necessary. Coordinate, conduct report on investigations into mine related accidents, contraventions and complaints as well as the analysis of mine accidents and trends to determine high risk mining operations and take appropriate action. Coordinate and serve on any necessary boards of examiners. Coordinate the investigation, consultation and provision of input on mines closures, prospecting rights, mining rights and permit, EMP's and township development. Provide managerial activities.
<b><u>ENQUIRIES:</u></b>	:	Mr. S Jivhuho Contact Number 015 287 4705
<b><u>NOTE</u></b>	:	Indian/ coloured/ white female are encouraged to apply
<b><u>POST 21/69</u></b>	:	<b><u>DEPUTY DIRECTOR: MINERAL AND ENERGY PLANNING (REF NO DMRE/2391)</u></b>
<b><u>SALARY</u></b>	:	R811 560 per annum (Level 110)(All-inclusive package)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree in Natural Science (Chemistry, Applied Chemistry, Environmental/ Chemistry) Engineering (Chemical/ Metallurgy, Geology/ Chemical Mining/ Environmental Science / Geology/ Geochemistry / Energy Studies/LLB / B com Law, (NQF 7) Tertiary qualification in policy development would be added advantage with a minimum of 3 years' experience at a junior management level in the mining and mineral sector PLUS the following competencies, Knowledge of: Knowledge of Policy Development Process, detailed knowledge of petroleum sector. project management. financial management. Policies/ laws governing petroleum sector. Knowledge of the minerals and mining industry. Knowledge of the policy regime affecting the minerals and mining industry.

		Government policy and legislation. Public administration and management Skills: Leadership. Management. Planning and organising. Project Management. Communication (written and verbal). Policy analysis and development. Computer. Presentation skills and interpersonal skills, thinking demands: Problem solving. Innovate. Analytical. Creativity. Critical thinking logical
<b><u>DUTIES</u></b>	:	/KRA: Plan and develop policy initiatives relating to mining and mineral policies. Analyse and evaluate existing policies and formulate future policy options and initiatives. Interact and consult with appropriate government and non-government agencies and key industry or sector stakeholders on the process of developing /proposing mining and mineral policies. Conduct policy presentations and represent the department at various forums or workshops on mining and mineral sector policy related matters. Monitor, analyse and report on the effectiveness of policy initiatives as implemented and applied within the mining and mineral sector. Draft and amend legislation and/ or develop and review regulations in relation to mining and mineral efficiency and mining industry. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr. N Mbatha Contact Number 012 444 3134
<b><u>NOTE</u></b>	:	Indian, Coloured or White males and persons with disability are encouraged to apply.
<b><u>POST 21/70</u></b>	:	<b><u>ASSISTANT DIRECTOR: BENEFICIATION STRATEGIES DEVELOPMENT (REF NO: DMRE/2392)</u></b>
<b><u>SALARY</u></b>	:	R527 298 per anum (Level 10)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Degree /BTech in Mining/ Metallurgy/Geology /Mineral Economic or related fields (NQF 7) in house or external skills training degree. Mineral economics and related fields. policy formulation and monitoring will as added advantage with a minimum of 3 years' experience in the industry Knowledge of the mineral industry and all factors that impact on that. Legislation on mineral beneficiation and the Mineral Petroleum Resource Development Act. Monitoring the overall performance of the industry. Developing and implementing strategies. Able to query, analyse, recognise problems and form conclusions Skills: Research skills. Problem solving. Good writing and communication skills. Project management skills. Statistical Analysis Thinking demands: Make a sound & reasonable decision to transform the mineral beneficiation sector. Ability and experience in handing large volumes of data. Able to work independently, take appropriate corrective action. Analytical thinking and planning. Problem solving.
<b><u>DUTIES</u></b>	:	/KRA's: Do research to identify constraints and possible further local processing of mineral commodities. Identify potential solutions to overcome constraints. Develop policy and strategy interventions to overcome constraints promote further local processing of mineral commodities. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Ms N.S. Twala Contact Number 012 444 3826
<b><u>NOTE</u></b>	:	Indian, Coloured and White male are encouraged to apply
<b><u>POST 21/71</u></b>	:	<b><u>ASSISTANT DIRECTOR: GAS POLICY (REF NO: DMRE/2393)</u></b>
<b><u>SALARY</u></b>	:	R527 298. per annum (Level 10)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate National Diploma in Petroleum Engineering Metallurgical / Chemical /Process Engineering / Natural Science / Geology. Degree in Law (B Proc, BCom Law, LLB Certificate in legislative drafting /policy development/ nuclear science / energy studies/ Monitoring and Evaluation in Public Sector with minimum of 3 year 'experience in the Gas sector. Knowledge of Policy Development Process. Detailed knowledge of energy sector. Project management. Financial management. Departmental policies and procedures. Other government. Departmental policies (especially economic cluster) Skills: Planning and organising. Project management. Communication (verbal and written). Policy analysis and development. Computer. Presentation skills. Interpersonal skills. Language skills Thinking demand: Analytical, creativity and decision reasoning /making
<b><u>DUTIES</u></b>	:	/KRA's: Identify, develop and review existing /new policies, legislation and strategies on natural gas sector. Conduct secondary research on policy related matters. Identify, consult and collaborate/ engage with relevant stakeholders

and conduct public hearings for public inputs on proposed policies and legislation. Conduct policy and legislation presentations and represent the department at various forums or workshops on gas sector policy related matter. Disseminate information and awareness on policy and legislation related developments/trends. Monitor and report on the implementation of gas policies and legislation. Provide managerial activities.

**ENQUIRIES** : Mr G Nhlapho Contact Number (012) 444 3836  
**NOTE** : Indian, Coloured or White males are encouraged to apply.

**POST 21/72** : **ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT (REF NO: DMRE/2394)**

**SALARY** : R527 298 per annum (Level 10)  
**CENTRE** : Eastern Cape Region, Port Elizabeth  
**REQUIREMENTS** : Bachelor's Degree/ B-Tech Degree/ Advanced Diploma in Environmental Management/ Natural Science/ Environmental Science (NQF Level 7), with a Minimum of 3 years relevant experience in the industry and Driver's Licence, PLUS the following competencies 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** : KRA's: 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** : Mr S Lurengwu Contact Number: (041) 403 6631  
**NOTE** : Indian male or persons with disability are encouraged to apply.

**POST 21/73** : **ASSISTANT DIRECTOR: SERVICE DESK (REF NO: DMRE/2395)**

**SALARY** : R424 104 per annum (Level 9)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : National Diploma in Information Technology (NQF level 6) plus A+ Certificate with minimum of 3 year 'experience in a service desk technical support environment. Knowledge of MS Office 2003/ 2007/2010/2013. MS Windows /XP Pro/7/10. Remote administration. Printer installations. Program installation and troubleshooting. Skills: Excellent managerial, communication and interpersonal relationship skills. Strong leadership and organisational skills. Client focused. Negotiation and consultation skills. Problem solving and analysis. Strategic capability. Change management. Creativity and innovation. Management and expertise in all areas of information technology. Technical expertise in advanced strategic and business analysis. Change management with knowledge of public service and departmental organisation matters. Regulatory framework for the management of IT in government. Programme management with a service delivery orientation and effective budget management. Thinking demand: independent person. Must be able to improvise (analytical) self-motivated. Decisive.

**DUTIES** : /KRA's: Provide inputs in the development of processes, policies and strategies for service desk technical support. Ensure /register calls on the service desk systems. Oversee the internal IT register with respect to hardware and software. Provide 2<sup>nd</sup> level support to the DMRE end-user on hardware, software and network-related problems including liaising with 3<sup>rd</sup> party suppliers. Resolve a variety of basic and complex problem related to desktop

		hardware and software in a distributed computer environment during initial problem contact from the user. Install, maintain and support telephone systems and network cabling. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr L Mothudi Contact Number (012) 406 7698
<b><u>NOTE</u></b>	:	Indian, Coloured or White females and persons with disability are encouraged to apply.
<b><u>POST 21/74</u></b>	:	<b><u>HUMAN RESOURCE PRACTITIONER (REF NO: DMRE/2396)</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Human Resource Management / Human Resource Development (NQF6) with a minimum of 3 years experience as a Personnel /HR Officer Knowledge of: HRM operations and prescripts in the Public Service Regulations. Basic knowledge of recruitment and selection systems and processes for the Department. Basic knowledge of employment equity systems and processes for the Department Skills: communication skills. Interpersonal skills. Planning and organising skills. Problem solving skills. Computer skills Thinking demand: creative, organised, problem solving, information evaluation, use initiative, follow instruction correctly.
<b><u>DUTIES</u></b>	:	/KRA's: Render recruitment and selection services within the department. Provide input on the development and maintenance of recruitment and selection. Policies, procedures and practices and implement thereof. Implement, maintain and monitor human resources practices and policy. Maintain and update recruitment and selection information. Provide advice and information on the administration/application of HR processes and practices. Conduct exit interviews with outgoing employees of the Department. Supervise and develop staff
<b><u>ENQUIRIES</u></b>	:	Ms LM Maluleka Contact Number (012) 406 7421
<b><u>NOTE</u></b>	:	Indian, Coloured or White male are encouraged to apply.
<b><u>POST 21/75</u></b>	:	<b><u>PERFORMANCE MANAGEMENT PRACTITIONER (REF NO: DMRE/2397)</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 8)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Human Resource Management / Human Resource Development (NQF 6) with minimum of 2 years experience in PMDS/HRM/HRD environment Knowledge of: Public Service Act, Public Service Regulations. Determination and Directive on Performance Management and Development System (PMDS) of employees other than members of the Senior Management Services (SMS). SMS Handbook Skills strong analytical skills with attention to details. Presentation, facilitation skills. Communication skills. Computer skills, writing skills, policy development skills Thinking demand: decisive, sound knowledge, confidentially, problem solving, innovation.
<b><u>DUTIES</u></b>	:	KRA's: Administer the Performance Management and Development System. Provide information and advice on performance management with regard to (Work plans, Probation reports and performance assessment. Capacitate employees of performance management development. Provide inputs in the development and review of the PMDS policies and procedures. Provide secretariat services to the LMC meetings. Conduct special recognition for outstanding employees
<b><u>ENQUIRIES</u></b>	:	Ms H Mbiko Contact Number 082 465 2525
<b><u>NOTE</u></b>	:	Indian or White male are encouraged to apply.
<b><u>POST 21/76</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: (REF NO: DMRE/2398)</u></b>
<b><u>SALARY</u></b>	:	R294 321 per annum (Level 7)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Office/ Public Administration (NQF 6) with 1 years administrative experience. Knowledge of Basic knowledge of legislation (PFMA. Public Service etc) Corporate Service (HR, Finance, IT) Document Management. Computer skills. Skills: Computer skills, interpersonal skills, organisational skills, Management skills, Numeric skills. Thinking Demand Friendly, professional, proactive Attention to detail, Ability to follow procedures, Information evaluation decision making, creativity, Analytical thinker
<b><u>DUTIES</u></b>	:	/KRA's: Provide logistical support services to the Chief Directorates. Provide Support service in association with relevant directorates in terms of Human

Resource Management. Procure goods and services and asset management. Ensure document management within the Chief Directorate.

**ENQUIRIES** : Ms R Matakanye Contact Number (012) 406 7596  
**NOTE** : Coloured / Indian/white male or female candidates are encouraged to apply.

**POST 21/77** : **CHIEF ADMINISTRATION CLERK: (REF NO: DMRE/2399)**

**SALARY** : R294 321 per annum (Level 7)  
**CENTRE** : Northern Cape Region, Springbok  
**REQUIREMENTS** : Grade 12 (NQF 4) with a minimum of 3-5 years' experience. Knowledge of: Financial prescripts, Acts, Policies etc. applicable to supply chain management, transport and risk management and control human resource policies and prescripts. Skills: Strong listening and communication skills, controlling and planning skills, proven public administration skills, good management skills, computer literate, typing skills, ability to understand and interpret information. Thinking Demand: Ability to recognise dynamic changes in policy trends and adapt accordingly. Ability to recognise financial risk.

**DUTIES** : /KRA's: Provide Revenue and Petty Cash service. Provide SAMRAD record administration services. Provide Supply Chain Management and Transport Services. Provide general administration duties. Supervise and develop staff.

**ENQUIRIES** : Mr. R Mariri Contact Number (053) 807 1776  
**NOTE** : Indian/white male candidates are encouraged to apply.

**POST 21/78** : **ADMINISTRATIVE CLERK: EMPOWERMENT TRANSACTION (REF NO: DMRE/2400)**

**SALARY** : R202 233 per annum (Level 5)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Grade 12 (NQF 4) no experience required. Knowledge of knowledge of administrative procedures and policy, related HR policies requirements, ability to interact productively with colleagues, super organisational excellent time management. Skills: Proficient in the use of computers, database software, document management software, Microsoft Office, PowerPoint an Excel, Computer skills, interpersonal skills, financial skills, ability to interpret and apply legislation. Thinking Demand Information evaluation and analytical thinking.

**DUTIES** : /KRA's: Communicate with customers, employees, and others to answer questions, address complaints, and explain information. Compile and maintain records of office activities and business transactions. Record digitally finalized empowerment transactions reports and any other records. Prepare for inspections and assessments workshops. Maintain updated digital systems for filling, mailing, databases an obtain information to respond to request by reviewing files, documents and records. Render general clerical administration support services. Provide front desk customers who visit or call into the office.

**ENQUIRIES** : Ms M Mpuru Contact 012 444 3543  
**NOTE** : Coloured / Indian/white male candidates are encouraged to apply.