

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 Mr P Ndlovu Tel No: (012) 406 7506/ Ms M Palare Tel No: (012) 406 7426/ Ms T Mothoagae Tel No: (012) 406 7737
- CLOSING DATE** : 14 August 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 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 are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). 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 26/66** : **SENIOR INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2401**
- SALARY** : R958 824 per annum (Level 12), (all-inclusive package)
- CENTRE** : North- West Region, Klerksdorp
- REQUIREMENTS** : 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 following key competencies: Knowledge of: Knowledge of Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g., Winder, Boilers, Plants. Hazard identification and risk management. Public Service Staff Code. DMRE Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management skills- Planning, Leading, Organising and Controlling. 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 decisions. Receptive to suggestion and ideas. Be able to stay calm and collective during difficult situations.
- DUTIES** : Coordinate, conduct and report on underground, shaft and surface audits and inspections on matters relating to ground stability, support, explosive, blasting operations and other matters 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 board of examiners. Coordinate the investigation, consultation, and provision of input on mine closures, prospecting rights, mining rights and permits, EMP's and township development. Provide managerial activities.
- ENQUIRIES** : Mr J Melembe Tel No: (018) 487 4300
- NOTE** : Indian/ coloured/ white male and female are encouraged to apply
- POST 26/67** : **DEPUTY DIRECTOR: MINERALS AND ENERGY PLANNING REF NO DMRE/2402**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree or equivalent in Mathematics or Applied Mathematics or Computer Science or any Engineering field or Economics (with econometrics) NQF 7, with minimum of 3 years' experience at a junior managerial level in modelling (Mathematical and Econometric Modelling), Demand Modelling, Profiling and Forecasting, Technical Report writing, Policy Analysis. Energy studies in addition to the above will be an added advantage. Knowledge of: Knowledge of Energy sector policy and legislation and their economics. Knowledge and interpretation of economics. Data decision-making and analysis. Research tools and techniques. Technical writing. Oil and gas information sources (Journals and publications). Skills: Report writing and presentation skills, Interpersonal skills. Statistical analysis. Time management and working planning. Analytical skills including economic analysis and interpretation skills. Thinking demands: Technical mindset relating to economics. Ability to source or identify sources of credible data/ information from local and international sources.
- DUTIES** : Develop the development and review of minerals and energy plans (e.g.), Liquid Fuels Master Plan, IRP, IEP). Review and revise minerals and energy planning methodologies, strategies and make recommendations to improve their effectiveness. Understand and monitor all aspects of minerals and energy value chain to inform energy planning process. Provide expert knowledge of the minerals and energy sources during the energy planning process. Monitor and evaluate the effectiveness of implementing policy recommendations emanating from the minerals and energy planning process. Participate in transverse mineral and energy planning activities. Provide managerial activities.
- ENQUIRIES** : Mr N Mbatha Tel No: (012) 444 3134
- POST 26/68** : **INSPECTOR: MINE HEALTH AND SAFETY REF NO: DMRE/2403**
- SALARY** : R811 560 per annum (Level 11), (all-inclusive package)
- CENTRE** : KwaZulu Natal Region, Durban
- 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 industry. Driver's License Plus the following competencies Knowledge of: 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. 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, 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 the analyses 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. Provide managerial activities.

ENQUIRIES
NOTE

: Ms M Sebitloane Tel No: (031) 335 9626
: Indian, Coloured or White female are encouraged to apply.

POST 26/69

: **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2404**

SALARY
CENTRE
REQUIREMENTS

: R811 560 per annum (Level 11), (all-inclusive package)
: North- West Region, Klerksdorp
: 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.

DUTIES

: Coordinate 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.

ENQUIRIES
NOTE

: Mr J Melembe Tel No: (018) 487 4300
: Indian, Coloured or White female are encouraged to apply.

POST 26/70

: **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2405**

SALARY
CENTRE
REQUIREMENTS

: R811 560 per annum (Level 11), (all-inclusive package)
: North- West Region, Klerksdorp
: National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years in the mining industry. Valid Driver's licence, Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g., Winder, Boilers, Plants etc. Hazard identification and risk management. Public Service Staff Code. DMRE Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management skills: Planning, Leading, Organising and Controlling Skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: 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.

DUTIES

: Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound, trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions

and complaints as well as analyse of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon, of equipment on mines i.e., winders, lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary board of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guidelines and standard, and applications of exemptions, permissions and approvals. Provide managerial activities.

ENQUIRIES : Mr J Melembe Tel No: (018) 487 4300
NOTE : Indian, Coloured or White female are encouraged to apply.

POST 26/71 : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2406**

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with a minimum of 3 years' experience in the mining industry. Valid Driver's licence, Knowledge of: Knowledge of Mine Health and Safety Act and Regulation and Legal Proceedings. Mining Engineering- Mine Equipment e.g., Winder, Boilers, Plants etc. Hazard identification and risk management. Public Service Staff Code. DMRE Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMRE Policy and staff codes. Management skills: Planning, Leading, Organising and Controlling Skills. Report writing and formulation. Good international relations. Be able to recommend mining engineering solutions. Negotiation skills. Language proficiency. Computer skills, Thinking Demand: 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.

DUTIES : Conduct and report on underground, shaft and surface audits and inspection on plants, structures, trackbound, trackless mining equipment and electrical distribution systems 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. Test and license and report thereon, of equipment on mines i.e., winders, lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary board of examiners. Investigate, consult and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline and standard, and applications of exemptions, permissions and approvals.

ENQUIRIES : Ms N Gogela Tel No: (013) 653 0514
NOTE : Indian females are encouraged to apply.

POST 26/72 : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2407**

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Western Cape Region, Cape Town
REQUIREMENTS : 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.

DUTIES : Conduct and report on underground, shaft and surface audits and inspection on plants, structures, track bound, trackless mining equipment and electrical distribution systems and take the necessary enforcement action where necessary. Investigate and report on mine related accidents, contraventions

and complaints as well as analyse of mine accidents and trends to determine high risk mining operations and take appropriate action. Test and license and report thereon, of equipment on mines i.e., winders, lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary board of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guidelines and standard, and applications of exemptions, permissions, and approvals. Provide managerial activities.

ENQUIRIES : Mr. L Polley at 082 461 4247
NOTE : Indian, Coloured or White female are encouraged to apply.

POST 26/73 : **MINERAL ECONOMIST (NON-FERROUS METALS & ENERGY COMMODITIES) REF NO: DMRE/2408**

SALARY : R527 298 per annum (Level 10)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Metallurgy, Metallurgical/ Chemical Engineering/ Mining Engineering/ Geology, Economics and Chemistry (NQF 7), Valid Driver's licence with a minimum of 3 years' relevant experience in the mineral and Energy Economics field Plus the following competencies, Knowledge: Knowledge of mineral commodities. Knowledge of South Africa's mineral and mining industry worldwide. Knowledge of policies applicable to mineral and mining industries. Public service regulations. Skills: Research and evaluation skills. Communication skills. Ability to work independently. Time management. Problem solving. Organisational skills. Thinking demands: Able to question, analyse, recognise scrutinise problems and form conclusion. Able to independently take appropriate corrective action. Logical thinker and meticulous. Ability to analyse, recognise problems and form conclusions. Balanced perception of economic development and trends. Innovative, creative thinker.

DUTIES : Conduct market analysis and forecast trends in prices, supply and demand. Patterns and compile mineral economic reports, articles, and bulletins. Collect, analyse and process local and international mineral related economic information. Keep track of mineral returns from the mines and imports from customs, and report on the performance of local mine production. Analyse the contribution on mining and mineral sector in terms of productivity, labour investment trade and empowerment initiatives. Promote investment in the South African Mineral industry. Provide managerial activities.

ENQUIRIES : Ms M Ikaneng Tel No: (012) 444 3711/ 063 505 4338
NOTE : Indian, Coloured or White male and persons with disability are encouraged to apply.

POST 26/74 : **ASSISTANT DIRECTOR: MINING AND MINERAL POLICY REF NO: DMRE/2409**

SALARY : R527 298 per annum (Level 10)
CENTRE : Head Office, Pretoria
REQUIREMENTS : 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 an added advantage with a minimum of 3 years' experience in the mining and mineral sector Plus the following competencies, Knowledge: 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) skills. Policy analysis and development. Computer. Presentation skills and interpersonal skills, communication (verbal, written, liaison), influencing skills, negotiation skills thinking demands: Problem solving. Innovate. Analytical. Creativity. Critical thinking logical.

DUTIES : Identify, develop and review existing/ new policies on mining and mineral sector. Conduct secondary research on mining and mineral policy related matters. Identify, consult, and collaborate/ engage with relevant stakeholders

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

ENQUIRIES : Ms S Mamogale Tel No: (012) 444 3838
NOTE : Indian, Coloured or White male and persons with disability are encouraged to apply.

POST 26/75 : **SECRETARIAT RMDEC REF NO: DMRE/2410**

SALARY : R424 104 per annum (Level 09)
CENTRE : Free State Region, Welkom
REQUIREMENTS : B-Tech / Bachelor Degree/ Advanced Diploma in Administration/ Law/ B-Com Law/ Public Administration/ Public Management (NQF 7) with a minimum of 3 years' experience in Administration/ Secretariat related field Knowledge of: knowledge and understanding of legislation, policies and work procedures, knowledge of the mining industry, knowledge of the Public Service Legislation including PFMA, knowledge of legislation relating to statutory boards, knowledge of the MPRDA, knowledge of the National Government Planning Framework, Treasury regulation, Public Service Act Skills: Organisational skills, communication skills, computer skills, numeric skills, financial management skills, reporting skills, financial management skills, reporting writing skills, interpersonal skills, leadership skills, Presentation skills, facilitation skills, problem solving skills, liaison skills, Thinking Demands: decision making, information evaluation, creativity, analytical thinker, logical thinker, organisational planning Implementation and administration.

DUTIES : Provide inputs in terms of budget for RMDEC and expenditure control. Co-ordinate the appointment and facilitate of RMDEC members. Compile and draft recommendations and submissions on decisions taken by the RMDEC. Facilitate and conduct inspections to determine the validity of objections regarding objections lodged, Render secretariat functions to the committee. Provide managerial activities.

ENQUIRIES : Ms K Kewuti Tel No: (057) 391- 1302
NOTE : Male candidate or person with disability are encouraged to apply.

POST 26/76 : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: DMRE/2411**

SALARY : R424 104 per annum (Level 09)
CENTRE : Pretoria, Head Office
REQUIREMENTS : An appropriate bachelor's degree or Advanced Diploma (Internal Audit, Finance, Accounting, Information Systems Audit, Information Technology (NQF 7) and valid Driver's licence. Completion of the General internal Auditing (including IAT learnership – three years) learnership from the IIA. Registration as member of the professional body (IIA). Completion of the Professional Internal Auditor designation (PIA) with minimum of 3 years in Information Systems Audit experience Plus the following competencies Knowledge of: ISACA Standards, IIA Standards, ISA Standards, Generally Accepted Auditing Standards (GAAS). Generally Recognised Accounting Practice (GRAP). Accounting Standards. COSO. COBIT. ITIL. DPSA. ICT. Governance framework, PFMA, Treasury Regulations, Public Sector Laws, and Policies. King 1V. Teammate Audit Tool Skills: Leadership, project management, interviewing and investigation skills, computer literacy (word, excel, PowerPoint, outlook), coaching and mentoring, Communication (verbal and written), negotiation and conflict resolution. Thinking demands: Analytical thinking, problem solving skills, goal setting and information evaluation.

DUTIES : Provide input in the development of strategic internal audit plans. Prepare and supervise the planning and execution of audit projects. Compile reports on audit findings and make recommendations thereof. Ensure follow -up on the implementation of management action plans for reports issued. Supervise and develop staff. Keep up to date with new developments in the internal audit environment.

ENQUIRIES : Ms E Lavhengwa Tel No: (012) 406 7880
NOTE : Indian/ coloured/ white male and persons with disability are encouraged to apply.

<u>POST 26/77</u>	:	<u>SOCIAL AND LABOUR PLAN OFFICER REF NO: DMRE/2412</u>
<u>SALARY</u>	:	R359 517 per annum (Level 08)
<u>CENTRE</u>	:	KwaZulu Natal Region, Durban
<u>REQUIREMENTS</u>	:	An appropriate bachelor's degree, B-Tech degree or Advanced Diploma in development studies/economics, social science, industrial science with 1-2 years relevant experience. Knowledge: Mineral laws, Socio-economic development issues, social and labour plan, financial management, Human Resource Development and Labour Legislation Skills: Analytical capacity, computer literacy, communication skills, research, report writing and formulation, project management Thinking Demands: forward planning, decision making, proactivity, interpretation and implementation of policies.
<u>DUTIES</u>	:	Register, receive and acknowledge receipt of new applications for social and labour plan. Conduct preliminary and final assessments of social and labour plans on small to medium scale operations. Coordinate workshops and meetings between the department and the clients. Provide administrative support for sub-directorate e.g. compile statistics report, draft inspection plan, filling etc. compile letters to clients in line with the outcome of the assessment. Develop and maintain social and labour plan database, provide advice, and liaise with the clients regarding social and labour plan. Conduct compliance inspections on small to medium scale operations.
<u>ENQUIRIES</u>	:	Mr N Ravhugoni Tel No: (031) 335 9627
<u>NOTE</u>	:	Coloured/ white male and persons with disability are encouraged to apply.
<u>POST 26/78</u>	:	<u>ADMIN OFFICER: BID MANAGEMENT REF NO: DMRE/2413</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Supply Chain Management/ Public Administration or Management / Purchasing Management / Logistics Management (NQF 6) with minimum of 3 year's working experience in Supply Chain Management Environment (Acquisition Management) PLUS the following competencies, Knowledge of: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, National Treasury Instruction notes, Broad Based Black Economic Empowerment (B-BBEE) Skills: computer literacy, financial management, Communication (verbal and written), interpersonal skills, administration skills, teamwork, working under pressure Thinking demands: Problem solving, creativity, ability to negotiate.
<u>DUTIES</u>	:	Ensure that approved bids are advertised, and bidding documents are properly prepared. Coordinate briefing session. Bid closing. Coordinate Bid Evaluation Committee (BEC) and presentations. Ensure proper record keeping of evaluation process. Consolidate scores, prepare submission for the Bid Adjudication Committee and inform / consult with end-user. Provide Administration support. Administration of awarding of contract. Supervise and develop staff. Produce BAC, Bids report and weekly progress report on bids.
<u>ENQUIRIES</u>	:	Mr K Nong Tel No: (012) 406 7742
<u>NOTE</u>	:	Indian/ coloured/ white male and persons with disability are encouraged to apply.
<u>POST 26/79</u>	:	<u>APPLICATION DEVELOPER REF NO: DMRE/2414</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Information Technology/ Computer Science / Business Information (NQF 6) with certificate in programming in web (Asp.Net, React, Angular etc) and mobile development (Android and IOS) (e.g., Microsoft Certified Developer Associate, Google Web/ Mobile Development Certified etc) with minimum of 2 years' experience in Software development PLUS the following key competencies knowledge. Relational database management system. Understanding of Agile SDLC Skills Phases. Fundamental of programming languages skills: Programming skills, analytical thinking and problem solving. Attention to details. Communication skills. Time management. Ability to learn. Ability to work as a team player. Thinking Demands: Logical thinker, creative / innovative thinker. Objective and open minded. Ability to analyse and interpret information.

DUTIES : Develop and maintain information systems (custom-made system, web-based system. Develop technical designs documents. Test the ICT applications. Configure and deploy ICT applications. Provide continuous support and advice to users. Provide input in the development of standards towards ICT applications.

ENQUIRIES : Mr O Kole Tel No: (012) 444 3362
NOTE : Indian/ coloured/ white male and persons with disability are encouraged to apply. The candidates will be required to write a competency test.

POST 26/80 : **DATABASE ADMINISTRATOR REF NO: DMRE/2415**

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Information Technology / Software Development/ Business Information Systems (NQF 6), Certificate in SQL Database Administration (i.e. MCDBA, IBM) as additional requirement with minimum of 2 years' experience SQL Server Database administration specialising in software development/ computer PLUS the following competencies: Knowledge of: Advanced knowledge of database security, backup and recovery and performance and monitoring standards. Understanding rational and dimensional data modelling. Skills: Strong mathematical and statistical skills. Problem solving skills. Excellent written and verbal communication skills, Impeccable attention to detail. Data analysis. Database designs. Thinking Demands: Logical thinking. Analytical thinking. Critical thinking and Creative thinking.

DUTIES : Maintain and monitor existing database systems. Design and implement new database systems. Provide user support. Promote and create awareness amongst employees regarding departmental databases.

ENQUIRIES : Ms S Buthelezi at 071 475 8400
NOTE : Indian/ coloured/ white male and persons with disability are encouraged to apply. Shortlisted candidates will be required to write a technical assessment test.

POST 26/81 : **ADMINISTRATION CLERK: CASHIER REF NO: DMRE/2416**

SALARY : R202 233 per annum (Level 05)
CENTRE : Northern Cape Region, Kimberly
REQUIREMENTS : Grade 12 (NQF 4) with 1-year relevant experience Plus the following competencies: Knowledge of: Appropriate knowledge, experience in administration. Computer literacy and knowledge and experience of MS word, MS excel. Procurement directives and procedures. Skills: Good communication- oral and written communication skills, interpersonal skills – helpful skills and politeness. Problem solving skills. Organisational skills. Thinking Demands: problem solving by applying standing instruction or procedures. Decision -making mostly in respect of own work. Receive instruction / guidance on several subject areas which are straight forward. Customer -orientated ensuring that Batho Pele principle are upheld.

DUTIES : Receive payments, issue receipts and register applications in a remittance register. Issue petty cash advances and compile request for replenishment. Capture receipts on BAS. Follow-up on unreturned petty cash request and submit to head office. Collect bank statements, receive invoices and do banking of receivables and petty cash. Process the receipts and confirm the allocation of unidentified payment received. Handle enquiries including proof of payment from the Auditor General and administer S & T claims, telephone and cell phone accounts.

ENQUIRIES : Mr R Mariri Tel No: (053) 807 1776
NOTE : Indian/ coloured/ white female and persons with disability are encouraged to apply.