

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 Tel No: (012) 406 7737 / Mr P Ndlovu Tel No: (012) 406 7506/ Ms M Palare Tel No: (012) 406 7426
- CLOSING DATE** : 01 September 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). 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 28/49** : **DIRECTOR: FINANCE AND ADMINISTRATION COMPLIANCE REF NO: DMRE/2417**
- SALARY CENTRE REQUIREMENTS** : R1 162 200 per annum (Level 13), (all-inclusive package)
: Head Office, Pretoria
: B-Tech / bachelor's degree in accounting/ Law/ Internal Auditing (NQF 7) with minimum of 5 years' experience at Middle/ Senior Managerial level in a SOE Oversight environment 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 Regulation, public service act, the labour relation 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. Government planning systems. Strategic and operational planning. DPSA prescription in respect of the SDIP. Knowledge of the Programme Performance Management Framework. Understanding and knowledge of Corporate Governance Principles (King II and King III). Other relevant legislation that governs the public service. Government priorities and imperative. Skills: Computer literacy. Good interpersonal liaison skills. Good verbal and written communication skills. Numeracy Thinking demands: Innovative, decision -making, information analysis and evaluation.

DUTIES : Monitor and report on the Public Entities financial and administrative compliance. Oversee the development, maintenance and implementation of compliance schedule and programme for Public Entities pertaining to financial and administrative matters to ensure sound financial management practices within SOE's. Provide advice and guidance on matters pertaining to the oversight of State Entities pertaining to financial and administrative matters. Oversee financial and administrative matters of SOE's. Manage the Directorate.

ENQUIRIES NOTE : Mr L Ganta Tel No: (012) 406 7468
: 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: Indian, Coloured, White female and persons with disability are encouraged to apply.

OTHER POSTS

POST 28/50 : **TECHNICAL ADVISOR: ELECTRICAL ENGINEERING REF NO: DMRE/2418**

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive package)
: Head Office, Pretoria
: National Diploma in Electrical Engineer Plus Certificate of Competency as an Electrical Engineering field (NQF 6) Plus 6 years' experience in electrical engineering PLUS the following key competencies: Knowledge of in depth and understanding 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.

DUTIES : 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.

ENQUIRIES NOTE : Mr XM Mbonambi Tel No: (012) 444 3676
: Indian and Coloured female are encouraged to apply.

POST 28/51 : **DEPUTY DIRECTOR: MODELLING & SCENARIO DEVELOPMENT REF NO: DMRE/2419**

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Geographical Information Systems (NQF 7) with Minimum of 3 years supervisory experience in electricity distribution industry PLUS the following key competencies Knowledge of: INEP objectives both Grid and Non-grid Electrification. Electrification planning and Integrated National Electrification Programme. Skills: Verbal and written communication. Negotiation skills. Management skills. Problem solving. Project management. Leadership skills modelling and GIS skills Thinking Demands: Analysis of information gathered and systems analysis.

DUTIES : Ensure/ create quality and validate the electrification planning data. Ensure/ create geographical maps and graphs. Manage the capturing and analysing of geographical information of INEP electrification projects data into GIS. Manage Integrated National Electrification Programme (INEP) data modelling and scenario development. Liaise with relevant stakeholders regarding the Geographic Information System related subject matters. Provide managerial activities.

ENQUIRIES : Mr L Madzhie Tel No: (012) 444 3328
NOTE : Indian, Coloured and white female are encouraged to apply.

POST 28/52 : **DEPUTY DIRECTOR: MINERAL ECONOMICS (INDUSTRIAL MINERALS) REF NO: DMRE/2420**

SALARY : R811 560 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate four years Degree in Mining Engineering/ Metallurgy/ Metallurgical Engineering/ Geology/ Mineral Economics/ Economics/ Chemical Engineering/ Chemistry (NQF7) with valid driver's licence PLUS the following key competencies Knowledge of mineral commodities. Knowledge of South Africa's minerals and mining industry worldwide. Knowledge of policies applicable to mining and minerals industries. Public Service Regulation. Skills: Research and evaluation skills. Communication skills. Management and motivational skills. Ability to work independently. Supervisory skills. Leadership skills. Policy implementation and negotiation skills. Strong problem solving. Negotiation skills. Thinking Demands: Able to question, analyse, recognize problems, and form conclusions. Able to independently take appropriate corrective action. Ability to recognise, analyse problems and form conclusion Logical thinker and meticulous. Balanced perception of economic development and trends. Innovation, creative thinker

DUTIES : Research and analyse overall performance of the sectors and investment patterns and compile reports, articles, and bulletins. Ensure/ oversee market analysis and forecast trends in prices, demand and supply patterns productivity and labour trends. Promote investment of South Africa's minerals and mining industry. Monitor exploration spending and local minerals and mining development trends. Monitor and evaluate the progress of empowerment initiatives in the mining and minerals industry. Manage the sub-directorate.

ENQUIRIES : Mr R Masetlana Tel No: (012) 444 3731
NOTE : Indian and Coloured male and persons with disability are encouraged to apply.

POST 28/53 : **PERSONAL ASSISTANT REF NO: DMRE/2421**

SALARY : R294 321 per annum (Level 07)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate National Diploma in Office Administration/ Office Management and Technology/ Public Administration/Public Management/ Business Administration/ Management Assistant./ Administrative Management (NQF 6) with a minimum of 2 years' experience in Administration environment, 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. Render 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 L Morwenyane Tel No: (012) 444 3139
NOTE : Coloured/ Indian/ white female and persons with disability are encouraged to apply.

POST 28/54

ACCOUNTING CLERK: CASHIER REF NO: DMRE/2422

SALARY : R202 233 per annum (Level 05)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Grade 12 (NQF 4) with No experience required Plus the following competencies: Knowledge of: Public Finance Management Act, Treasury Regulation. DORA, Basic Accounting System, Grap Skills: Computer literacy, good verbal and written communication skills. Numerical /financial skills. Public Finance Management Act. Thinking Demands: Innovative thinker. Self-driven. Customer oriented. Ability to perform well under pressure. Team player.

DUTIES : Issuing of petty cash. Receiving of Revenue. Capturing of Head Office and assisting Regional Offices. Follow up on unreturned request. Reconciliation of revenue received. Replenishment of petty cash. Bookkeeping and safeguarding of documents.

ENQUIRIES : Ms N Mashanzhe Tel No: (012) 444 3371
NOTE : Indian and coloured male candidates are encouraged to apply.

POST 28/55

SECURITY RISK OFFICER REF NO: DMRE/2423 (X2 POSTS)

SALARY : R202 233 per annum (Level 05)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Grade 12 and PSIRA Grade C Certificate with minimum of 1 year' experience as a security guard PLUS the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Innovative and pro -active thinking. Analytical mind.

DUTIES : Conduct access control and monitor movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibition of unauthorised removal of equipment, documents and stores from building or premises. Monitor the movements of private and GG vehicles in the parking area and safeguard the parking area itself.

ENQUIRIES : Mr MC Mabena Tel No: (012) 444 3633
NOTE : Coloured/ Indian female and persons with disability are encouraged to apply.

POST 28/56

SECURITY RISK OFFICER REF NO: DMRE/2424

SALARY : R202 233 per annum (Level 05)
CENTRE : Eastern Cape Region, East London
REQUIREMENTS : Grade 12 and PSIRA Grade C Certificate with minimum of 1 years' experience in security guard PLUS the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Innovative and pro -active thinking. Analytical mind.

DUTIES : Conduct access control and monitoring movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibition of unauthorised removal of equipment, documents and stores from building or premises. Monitor of movements of private and GG vehicles in the parking area and safeguard the parking area itself.

ENQUIRIES : Mr MC Mabena Tel No: (012) 444 3633
NOTE : Coloured/ Indian female and persons with disability are encouraged to apply.

POST 28/57 : **SECURITY RISK OFFICER REF NO: DMRE/2425**

SALARY : R202 233 per annum (Level 05)
CENTRE : Free State Region, Welkom
REQUIREMENTS : Grade 12 and PSIRA Grade C Certificate with minimum of 1 years' experience in security guard PLUS the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Innovative and pro -active thinking. Analytical mind.

DUTIES : Conduct access control and monitoring movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibition of unauthorised removal of equipment, documents and stores from building or premises. Monitor of movements of private and GG vehicles in the parking area and safeguard the parking area itself.

ENQUIRIES : Mr MC Mabena Tel No: (012) 444 3633
NOTE : Coloured/ Indian female and persons with disability are encouraged to apply.

POST 28/58 : **SECURITY RISK OFFICER REF NO: DMRE/2426**

SALARY : R202 233 per annum (Level 05)
CENTRE : Eastern Cape Region, Port Elizabeth
REQUIREMENTS : Grade 12 and PSIRA Grade C Certificate with minimum of 1 years' experience in security guard PLUS the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Innovative and pro -active thinking. Analytical mind.

DUTIES : Conduct access control and monitoring movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibition of unauthorised removal of equipment, documents and stores from building or premises. Monitor of movements of private and GG vehicles in the parking area and safeguard the parking area itself.

ENQUIRIES : Mr MC Mabena Tel No: (012) 444 3633
NOTE : Coloured/ Indian female and persons with disability are encouraged to apply.

POST 28/59 : **SECURITY RISK OFFICER REF NO: DMRE/2427**

SALARY : R202 233 per annum (Level 05)
CENTRE : Northern Cape Region, Springbok
REQUIREMENTS : Grade 12 and PSIRA Grade C Certificate with minimum of 1 years' experience in security guard Plus the following competencies Knowledge of: Security legislation, policies and procedures. Access control procedures. Safety precautions. Security registers Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Innovative and pro -active thinking. Analytical mind.

DUTIES : Conduct access control and monitoring movements within the building premises to identify risk. Perform security patrols and escort duties. Operate control room security equipment's. Respond to alarm activations, investigate the cause, and give feedback. Prohibition of unauthorised removal of equipment, documents and stores from building or premises. Monitor of movements of private and GG vehicles in the parking area and safeguard the parking area itself.

ENQUIRIES : Mr MC Mabena Tel No: (012) 444 3633
NOTE : Coloured/ Indian female and persons with disability are encouraged to apply.