

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 X96, Pretoria, 0001. 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 012 406 7506/ Ms M Palare 012 406 7426/ Ms T Mothoagae 012 406 7737
- CLOSING DATE** : 22 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). 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.
- ERRATUM:** Kindly take note that the post of State Accountant: Payroll and allowance with Ref No: DMRE /2436 advertised in the Public Service Circular 31 dated 01 September 2023, the post title has been amended to State Accountant.

OTHER POSTS

- POST 32/44** : **DEPUTY DIRECTOR: MINE COMMUNITIES & STAKEHOLDER ENGAGEMENT MANAGEMENT REF NO: DMRE/2434**
- SALARY** : R958 824 per annum (Level 12), (inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Relevant Degree in Social Science on development economics, social science, industrial science, Driver's license with minimum of 3 years' experience at a junior managerial level Plus, the following competencies Knowledge of: A clear understanding of the Social and labour plan and BBSEE adjudication. Understanding of IDP and LED processes Skills: Strong ability to secure communication between government departments, business organizations and

institutions. Financial management, negotiation skills, conflict resolution. Strong ability to think innovatively, identify development opportunities through recognition synergies and the drive to see these through to completion. Strongly ability to facilitate workshops, achieve shared vision, set realistic targets and initiate and manage projects. Thinking Demand: Recognising viable development opportunities. Strong ability to be innovative and exploit synergies within the regulatory framework to promote development initiatives. Strong ability to think laterally. Identify linkages and effectively communicate to establish co-operation between various.

DUTIES : Engage stakeholders to build relationship between community, labour, business, and other government departments. Coordinate inputs on policies, legislation, and guidelines from Mineral Regulation. Provide specialized Social Labor Plan Services. Monitor and evaluate the implementation of relevant legislation related to Social and Labor Plans (SLPs). Coordinate and identify social and labour plan training and development needs. Provide managerial activities.

ENQUIRIES : Mr N Zweni Tel No: (012) 444 3919
NOTE : Indian/ coloured/ white male and persons with disability are encouraged to apply.

POST 32/45 : **DEPUTY DIRECTOR: ELECTRICITY POLICY REF NO: DMRE/2435**

SALARY : R958 824 per annum (Level 12), (inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree/ National Diploma in Electricity/ Engineering / Development Studies. Degree in Law (B Proc, BCom Law/LLB (NQF Level 6) with a minimum of 3 years' experience At a junior management level in the energy sector. Plus, the following competencies Knowledge of: Policy Development Process. Detail knowledge of Energy sector. Project management. Financial management. Departmental policies and procedures. Other government. Departmental policies (specifically economic cluster Skills: Planning and Organising. Project management. Communication (verbal & written) Policy analysis and development. Computer Skills. Presentation skills. Interpersonal skills. Language skills. Thinking Demand: analytical, creativity, decision making.

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

ENQUIRIES : Mr G Nhlapo Tel No: (012) 444 3836
NOTE : Coloured/ Indian male are encouraged to apply.

POST 32/46 : **ASSISTANT DIRECTOR: INFORMATION SYSTEMS AUDIT REF NO: DMRE/2436**

SALARY : R424 104 per annum (Level 09)
ENTRE : Pretoria, Head Office
REQUIREMENTS : A degree or Advanced Diploma (Internal Audit, Finance, Accounting, Information Systems Audit, Information Technology (NQF 7) 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.

POST 32/47 : **ASSISTANT DIRECTOR: SPECIAL ASSIGNMENT REF NO: DMRE/2437**

SALARY : R424 104 per annum (Level 09)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Bachelor degree or advance diploma (forensic , auditing , internal audit , accounting, finance or other relevant qualification (NQF Level 7), valid drives licence, registration as member of the professional body (IIA ACFE), with a minimum of 3 years internal audit or investigation experience PLUS the following competencies Knowledge of: ACFE, IIA standards, ISA standards, Generally Accepted Auditing Standards (GAAS) , general recognised , Accounting Practices (GRAP), Accounting standards, COSO, PFMA, Treasury Regulations, Public Sector Laws and Policies. Skills: Leadership, Project Management, Interview and investigation skills, Computer Literacy (Word, Excel, PowerPoint, Outlook) Coaching and mentoring, Communication (verbal and written), Negotiation and conflict resolutions. Thinking Demand: analytical thinking, problem solving skills, goal setting, information evaluation.

DUTIES : Provide input in the development of strategic internal audit plans. Prepare and supervise the planning and execution of investigations assignment. Compile reports on investigation findings and make conclusion and recommendations thereof. Ensure follow-up on the implementation of management action plans for reports issued. Supervise and develop staff.

ENQUIRIES : Mr M Figaret Tel No: (012) 406 7766
NOTE : Indian/ coloured/ white male and persons with disability are encouraged to apply.

POST 32/48 : **ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: DMRE/2439**

SALARY : R359 517 per annum (Level 08)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Bachelor of Commerce Industrial and Organisational Psychology / National Diploma: Management Services/ National Diploma in Operations Management PLUS certificate in Job Evaluation Analysis (NQF Level 6) with a minimum of 1 year experience in a Work Study and Organisational Development Environment Knowledge of: Basic knowledge and understanding of policies, prescripts, regulations, white papers, public administration etc. Work study and work study techniques. Information gathering & analysis effective procedures & method, basic research, problem solving, design /redesign of processes forms etc. Organizational development and job descriptions and specification. Development of organizational structure Skills: Analytical & problem-solving skills. Communication & computer skills. Report writing and formulation. Organising, planning and coordinating skills. Basic research. Negotiation skills. Ability to listen and interpret. Facilitation skills Thinking Demand: communication, computer, report writing, listening and interpretation, analytical, organising, coordinating and planning skills, problem solving and facilitation. Training and motivational skills.

DUTIES : Undertake organisational and post establishment investigations and advice management in this regard. Conduct job analysis and job evaluation (JE). Facilitated the implement of operations management framework. Administer post establishment. Facilitate / coordinate change management interventions. Design forms for the DMRE.

ENQUIRIES : Mr C Ramoshaba Tel No: (012) 406 7603
NOTE : Indian/ coloured male and persons with disability are encouraged to apply.

POST 32/49 : **ADMINISTRATIVE OFFICER REF NO: DMRE/2440**

SALARY : R294 321 per annum (Level 07)

CENTRE : Mpumalanga Region

REQUIREMENTS : National Diploma in Office Administration/ Office Management and Technology/ Public Administration/ Public Management/ Business Administration/ Management Assistant/ Administrative Management (NQF 6) with minimum of two years' experience in administration environment. Knowledge of: Basic knowledge of legislation Mineral Resource AND Energy, PFMA, Public Service). Corporate Service (HR, Finance, IT). Document Management Computer Skills: Skills Computer skills (MS Word, excel, etc.). Interpersonal, organisational skills, communication skills, management skills, numeric thinking Demand: Friendly, professional, attention to details, Information evaluation, decision making and analytical thinker.

DUTIES : Record, distribute keep track of and file documents and/or internal external communication. Arrange venue, workshops/ seminars and take minutes where required. Administer all payments and claims of the Directorate and deal with Petty Cash, telephone costs recovery, etc. Support the manage with the administration of the budget. Provide an efficient support service ion association with relevant directorate in terms of human resource management, financial administration, procurement, and assets management, Provide secretarial / receptionist support to the manager. Render logistic support to the Regional Director with regards to the Petroleum Products Amendments Act and administer the process of financial provision collection.

ENQUIRIES : Mr L Mabena Tel No: (013) 658 1400

NOTE : Indian/ white male and persons with disability are encouraged to apply.