

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

The Department of Mineral Resources and Energy (DMRE) is an equal opportunity; affirmative action employer and it is its intention to promote representivity in the Public Sector through the filling of this post. Persons whose transfer/promotion/appointment will promote representivity will therefore receive preference. An indication in this regard will be vital in the processing of applications. People with disabilities and women are encouraged to apply.

- APPLICATIONS** : Please forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. General enquiries may be brought to the attention of Ms T Mothoagae 012 444 7737 / Mr P Ndlovu 012 406 7506/ Ms M Palare 012 406 7426
- CLOSING DATE** : 23 December 2022
- NOTE** : Applications must be submitted on the recent Z83 application form which came into effect from 01 January 2021 as issued by the Minister of the Public Service Administration in line with regulation 10 of the Public Service Regulations, 2016 as amended, which is obtainable online from www.gov.za and www.dpsa.gov.za. All sections of the Z83 must be completed (In full, accurately, legibly, honestly, signed and dated), and accompanied by a comprehensive/ detailed Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents from shortlisted candidates only on or before the day of the interview. The Curriculum Vitae must have at least three (3) reference persons and their contacts. Failure to provide accurate information on a job application as well as incomplete information will result in a disqualification. Job applicants are required to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) on application, failure to do so, will result in the job application being disqualified. 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 46/191** : **CHIEF DIRECTOR: RENEWABLE ENERGY REF NO: DMRE/2168**
- SALARY** : R1 308 051 per annum (Level 14), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Degree in Electrical Engineering / Mechanical Engineering / Energy Studies / Technology Management or Project Management (NQF Level 7) with minimum of 5 years' experience at Senior Managerial level in Renewable Energy PLUS the following competencies: Knowledge of: Knowledge of the energy sector with a specific reference to energy efficiency and clean energy Skills of:

Communication (written and verbal). Analytical interpretation skills. Negotiation skills. Computer literacy. Thinking demands: Analysis, Interpretation, Evaluation and consolidation of information gathered from the stakeholders, Resource material fill relevant information. Recommendations/Note :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>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

DUTIES : Provide advice on the implementation and interpretation of the statutory framework related to the off-grid renewable energy. Provide strategic leadership on the expansion of renewable energy in consulting projects in the South Africa. Promote the Departments key expertise in the development of efficient off- grid renewable energy solutions. Support the Minister and Director-General with the obligations pertaining to off-grid renewable energy. Negotiation and liaise with local international stakeholders on all matters related to off-grid renewable energy. Monitor and advice on the activities of industry in terms of all matters related to off-grid renewable energy. Manage Staff in the Chief Directorate.

ENQUIRIES : Mr M Mpofu Tel No: (012) 444 3249
NOTE : Female candidate are encouraged to apply.

POST 46/192 : **SUPPLY MODELLING SPECIALIST REF NO: DMRE/2169**

SALARY : R1 308 051 per annum (Level 14), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A master's degree or equivalent in Mathematics or Applied Mathematics or Computer Science or any Engineering field or Economics (with Econometrics), NQF 9. Energy studies in addition to the above will be an added advantage PLUS, minimum of 5 years' experience at middle/ senior managerial in modelling (Mathematical and Econometric Modelling), (Supply Optimization, Optimization models, long-term planning tools, Technical Report writing and Policy Analysis. The job may require local and international travel. PLUS the following key competencies: Knowledge of Policies and legislations which govern the energy sector. Knowledge of energy sector with specific understanding of upstream oil, gas, nuclear and coal supply markets, Renewable energy market, Local and global trends and economic drivers which impact on the supply options for energy, Supply optimization and modelling techniques and knowledge of different energy technologies, Skills: Energy modelling, mathematical and econometric modelling, technical report writing, Translation of concept into mathematical or analytical models, Policy analysis. Thinking Demand: Assertive, analytical, self-driven and motivated, mature, attention to detail. Recommendations/Note :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>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

DUTIES : Provide a specialist service pertaining to energy supply optimisation modelling. Provide expert advice to management on strategic direction regarding energy supply matters. Mentor departmental staff on energy supply options matters. Mentor departmental staff on energy supply matters. Manage the Directorate.

ENQUIRIES : Mr T Audat Tel No: 082 839 9567
NOTE : Female candidate are encouraged to apply.

POST 46/193 : **PROJECT INTEGRATION: ICT SYSTEM REF NO: DMRE/2170**
 (12 months contract)

SALARY : R1 105 383 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A degree in Information Technology (NQF 7), a qualification in Project Management will be an added advantage with a minimum of 5 years' experience at middle/ senior management in Project Management within the IT field PLUS the following key competencies: Knowledge of Project Management Body of Knowledge (PMBOK), PRINCE 2 management

Frameworks, Project Cost Management, Contract and Service Management, Project Management Legislation, Ability to prioritise and complete work under deadlines, ability to develop and deliver presentations, ability to create, compose and edit written materials and Intensive knowledge of system analysis principles and practice. Skills: Excellent managerial communication and interpersonal relationship skills, Strong leadership and organising skills, facilitation skills, planning and organising skills, client focused, Service and stakeholder focus, 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 advance strategic and business analysis, Change management with knowledge of Public Service and departmental organisational matters, Regulatory Framework for the management of IT in government, Programme Management with a service delivery orientation and effective budget management. Thinking Demands: Management and expertise in all areas of Information Technology, Technical expertise in advance strategic and business analysis, Budget management, Policy Development, Strategic Planning, Financial Management, Project Management, Government Policies, Project/programs in DMRE. Recommendations/Note: 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>. Candidates will undergo a compulsory competency assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

- DUTIES** : Lead/execute manage the project planning and the application of project management principles in relation to the ICT Systems. Manage project execution /implementation. Manage Projects, project monitoring and evaluation. Manage Project Close Out. Oversee the procurement of the service provider and financial management of the ICT integrated system project. Provide strategic leadership with regards to the intergration of ICT systems. Mentor DMRE officials on the application of project management principles, such as scheduling, prioritising, risk assessment and management.
- ENQUIRIES** : Ms H Mhlongo Tel No: (012) 406 7632
- NOTE** : Indian, Coloured and White candidate are encouraged to apply.

OTHER POSTS

- POST 46/194** : **DEPUTY DIRECTOR: BID MANAGEMENT REF NO: DMRE/2171**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : National Diploma in Supply Chain Management/ Logistics/ Purchasing (NQF 6). Degree in Supply Chain Management will be added advantage with a minimum of 3 years as a junior managerial level in Supply Chain management PLUS the following competencies, Knowledge of: Knowledge of Public Finance Management Act, Treasury Regulations, PPPFA, SCM Framework, LOGIS Skills: computer literacy, financial, Good verbal and written communication, Ability to communicate at all levels, time management thinking demands: Problem solving, creativity, ability to negotiate, report writing.
- DUTIES** : Oversee secretariat services to Bid Adjudication Committee. Oversee the Bid Adjudication Committee and evaluation committee database. Oversee all tender processes to ensure all Bids are finalised within 100 days. Oversee administration and management of the bidding process. Develop and maintain a policy framework for the procurement of goods and services. Provide managerial activities.
- ENQUIRIES** : Ms. M Shirindi Tel No: 012 406 7642
- NOTE** : Indian or Coloured male candidate are encouraged to apply.
- POST 46/195** : **INSPECTOR: MINE EQUIPMENT REF NO: DMRE/2172**
- SALARY** : R766 584 per annum (Level 11), (all-inclusive package)
- CENTRE** : Limpopo Region (Polokwane)
- REQUIREMENTS** : National Diploma in Electrical or Mechanical Engineering (NQF level 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering, Valid driver's licence with minimum of years in the mining 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 Policy Skills: Ability to interpret and apply Mine Health and Safety Act. DMR Policy and staff codes. Management Skills, Planning, Leading, Organisational 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. 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, 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 system and take the necessary, enforcement action where necessary. Investigate and report on mine related accidents, contraventions and complaints as well as analysis 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. Winder lift, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, conduct and provide of 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, permission and approvals and provide managerial activities.

ENQUIRIES : Mr. SM Jivhuho Tel No: (015) 287 4705

NOTE : Indian, Coloured and White female are encouraged to apply

POST 46/196 : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2173**

SALARY : R766 584 per annum (Level 11), all-inclusive package

CENTRE : Limpopo Region, Polokwane

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 : 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 : Mr. SM Jivhuho Tel No: (015) 287 4705

NOTE : Indian, Coloured or White females are encouraged to apply.

POST 46/197 : **INSPECTOR OF MINES: OCCUPATIONAL HYGIENE REF NO: DMRE/2174**

SALARY : R766 584.per annum (Level 11), (all-inclusive package)

CENTRE : North-West Region, Klerksdorp

REQUIREMENTS : 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr J Melembe Tel No: (018) 487 4300
<u>NOTE</u>	:	Indian, Coloured or White females are encouraged to apply.
<u>POST 46/198</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: DMRE/2175</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Northern Cape Region, Kimberley
<u>REQUIREMENTS</u>	:	Relevant degree qualification in Administrative or Financial fields (NQF Level 6) with a minimum of 3 years' experience in the industry. Experience in working within the Public Sector environment PLUS the following competencies Knowledge of: Knowledge and understanding of legislation, policies, and work procedures. Knowledge of the mining industry. Knowledge of the Public Service Legislation including PFMA. Background knowledge of MPRDA i.r.o applications, royalty/ prospecting fee payments and financial provisions Skills: Organisational and communication skills. Computer and management skills. Numeracy and financial management skills. Internal audit skills Thinking Demands: Decision Making. Information evaluation. Creativity. Have experience in both creditors and debtor's functions. Analytical thinker.
<u>DUTIES</u>	:	Assist the Regional Manager to manage and control budget expenditure in the region. Manage an enquiry service/ helpdesk to ensure efficient service delivery in the region. Provide an administrative management service in terms of Supply Chain Management , Human Resource related matters, risk management, facility management and event management. Manage both revenue and financial provision collection, recordkeeping and management control systems. Manage the receiving and recording of applications in terms of the Mineral Petroleum Resource Development Act. Ensure that access to information requests is handled in line with the prescripts. Manage and maintain an effective registry service to Regional Office. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr N Zindela Tel No: (053) 807 1700
<u>NOTE</u>	:	Indian or White are encouraged to apply.
<u>POST 46/199</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL INEP TECHNICAL PLANNING REF NO: DMRE/2176</u>
<u>SALARY</u>	:	R491 403 per annum (Level 10)
<u>CENTRE</u>	:	Eastern Cape Region
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Electrical Engineering (Heavy Current) (NQF level 6) with minimum of 3 years 'experience in the electricity distribution industry Knowledge of: Integrated National Electrification Programme (INEP) planning and procedures. INEP policies, strategies and directives, Energy White Paper, Electricity Regulation Act (ERA). Public Finance Management Act (PFMA), Division of Revenue Act (DoRA). Knowledge of Electricity Supply Industry i.e., Generations, transmission, and distribution. Knowledge of National Regulating Standards (NRS), wiring regulations, NERSA's

regulations, and procedures. Knowledge of Electrical Engineering design software's such as Micro-station, Power World, Digizine, Autocade and Retic Master. Renewable technologies; Energy Efficiency and Demand Side Management (DSM) knowledge of Electrification planning and Integrated National Electrification Programme. Skills: Electricity planning skills (Network planning). Verbal Communication skills. Project Management Skills. Basic Financial Management Skills. Computer Skills. Conflict Management. Conflict Management Skills. Leadership skills. Management Skills. Research Skills. Development Skills. Negotiating Skills. Interpretation Skills. Thinking demands: Verification of technical details (Technical Analysis) and Financial requirements on application forms for electrification funds allocations to license.

DUTIES : Assess areas applied for by the municipalities to conduct planning and execution of electrification and bulk infrastructure projects (New and upgrade bulk infrastructure). Monitor and evaluate electrification and bulk infrastructure projects. Participate in the Departmental Forums. Facilitate and co-ordinate technical audits in the province. Provide inputs into the development of electrification framework. Facilitate the implementation and execution of the INEP programme in the province. Provide managerial activities.

ENQUIRIES : Mr B Nhlabathi Tel No: (012) 406 7682

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

POST 46/200 : **ASSISTANT DIRECTOR: MINERAL LAWS AND ADMINISTRATION REF NO: DMRE/2177**

SALARY : R491 403 per annum (Level 10)

CENTRE : Northern Cape Region, Kimberley

REQUIREMENTS : An appropriate bachelor's degree / B-Tech Degree/ Advance Diploma in Law or LLB (NQF level 7) and Valid Driver's licence with minimum of 3 years 'experience in the industry Knowledge of: Basic Knowledge of the MPRDA. Basic Knowledge of previous mineral legislation. Basic knowledge of administration procedures. Basic knowledge of Departmental policy i r o Mineral Regulation. Basic knowledge of computer programs. Skills: Ability to write reports. Ability to write submissions. Ability to communicate (written and oral) Ability to act as mediator between (aggressive) parties.

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

ENQUIRIES : Mr K Mutehswana Tel No: (053) 807 1700

NOTE : Indian or White female are encouraged to apply.

POST 46/201 : **ASSISTANT DIRECTOR: MINE ENVIRONMENTAL MANAGEMENT REF NO: DMRE/2178**

SALARY : R491 403 per annum (Level 10)

CENTRE : Limpopo Region, Polokwane

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' experience in the industry. Driver's Licence, PLUS the following competencies Knowledge of: 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

<u>DUTIES</u>	:	skills Thinking Demands: Pragmatic environmental, problem solving abilities, Innovative thinking abilities. Ability to manage diverse public demands.
	:	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.
<u>ENQUIRIES</u>	:	Mr TC Kolani Tel No: (015) 287 4761
<u>NOTE</u>	:	Person disability, Coloured or White male are encouraged to apply.
<u>POST 46/202</u>	:	<u>SECRETARIAT RMDEC REF NO: DMRE/2179</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Northern Cape Region, Kimberley
<u>REQUIREMENTS</u>	:	B-Tech / Bachelor Degree/ Advanced Diploma in Administration/ Law/ B-Com Law/ Public Administration/ Public Management/ Law (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 abroad, knowledge of the MPRDA, knowledge of the National Government Planning Framework, Treasury regulation, Public Service Act and knowledge of Public Law Skills: Organisational skills, communication skills, computer skills, numeric skills, financial management skills, financial accounting skills, financial management and reporting skills, interpersonal skills, leadership skills, monitoring skills, evaluation skills, risks management skills, presentation skills, report writing skills, facilitation skills, problem solving skills, administrative skills, liaison skills, Thinking Demands: decision making, information evaluation, creativity, have experience in both creditors and debtors functions, analytical thinker, logical thinker, organisational, planning and administration.
<u>DUTIES</u>	:	Provide inputs in terms of budget for RMDEC and expenditure control. Co-ordinate the appointment and facilitate the remuneration of RMEDC members. Compile and draft recommendations and submissions on decisions taken by the RMDEC. Conduct inspection to determine the validity of objections regrading rights. Render secretariat functions to the committee. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr V Muila Tel No: (053) 807 1700
<u>NOTE</u>	:	Partially disable person, Indian or White female are encouraged to apply.
<u>POST 46/203</u>	:	<u>PROJECT COORDINATOR REF NO: DMRE/2180</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Post- Graduate in Project Management (NQF level 7) with minimum of 1 year 'experience as a Project Administrator Knowledge of: Deep knowledge of mineral resources and energy sector and wide range of activities. Skills: numeracy, literacy, Language skills, project Management, Financial Management, Economic Statistical analysis. Thinking demand: Problem solving, Planning, Decision Making, Creativity, information evaluation, decision- making and innovative.
<u>DUTIES</u>	:	Oversee the activities of Project Administrators. Analyse consolidated programme reports and identify trends with regard to deviations from milestones, project costs and technical compliance. Investigate and advice on interventions to rectify deviation from milestones, project costs and technical compliance with specifications. Provide advice on the application of project management and reporting principles. Provide Managerial activities.
<u>ENQUIRIES</u>	:	Mr G Nxumalo Tel No: 012 406 7450
<u>NOTE</u>	:	Indian, White or Coloured male are encouraged to apply.
<u>POST 46/204</u>	:	<u>ENVIRONMENTAL OFFICER REF NO: DMRE/2181</u>
<u>SALARY</u>	:	R331 188 per annum (Level 08)

CENTRE REQUIREMENTS : Northern Cape Region, Kimberley
: Bachelor's degree/ Bachelor Technology degree/ Advanced Diploma in Environmental/ Natural Science NQF 7. Driver's license. PLUS 1-year relevant experience PLUS the following key 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 method, 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- historical impacts. Personnel management. Working and creating teamwork. 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 : Evaluate environmental management plan, Environmental impact assessment, scoping report, closure plans and other technical and environmental documents. Conduct environmental compliance, auditing, Performance assessment, complaints, and closure inspections to promote environmental management in the mining industry. Evaluate the adequacy of financial provision. Consult with relevant state departments and promote co-operative governance. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the public. Regulate the closure of mines within stipulated time frames. Assist clients through promotion of administrative justice. Facilitate the rehabilitation of liquidated and incapacitated mines.

ENQUIRIES NOTE : Mr V Muila Tel No: (053) 807 1700
: Person with disability, Indian or White female are encouraged to apply.

POST 46/205 : **ENVIRONMENTAL OFFICER REF NO: DMRE/2182**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Western Cape Region, Cape Town
: Bachelor's degree/ Bachelor Technology degree/ Advanced Diploma in Environmental/ Natural Science NQF 7. Driver's license. PLUS 1-year relevant experience PLUS the following key 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 method, 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- historical impacts. Personnel management. Working and creating teamwork. 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 : Evaluate environmental management plan, Environmental impact assessment, scoping report, closure plans and other technical and environmental documents. Conduct environmental compliance, auditing, Performance assessment, complaints, and closure inspections to promote environmental management in the mining industry. Evaluate the adequacy of financial provision. Consult with relevant state departments and promote co-operative governance. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the public. Regulate the closure of mines within stipulated time frames. Assist clients through promotion of administrative justice. Facilitate the rehabilitation of liquidated and incapacitated mines.

ENQUIRIES NOTE : Mr P Mohasoa Ref No: 071 475 8581
: Person with disability, Indian male are encouraged to apply.

POST 46/206 : **ENVIRONMENTAL OFFICER REF NO: DMRE/2183**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: North West Region, Klerksdorp
: Bachelor's degree/ Bachelor Technology degree/ Advanced Diploma in Environmental/ Natural Science NQF 7. Driver's license. PLUS 1-year relevant

experience PLUS the following key 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 method, 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- historical impacts. Personnel management. Working and creating teamwork. 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 : Evaluate environmental management plan, Environmental impact assessment, scoping report, closure plans and other technical and environmental documents. Conduct environmental compliance, auditing, Performance assessment, complaints, and closure inspections to promote environmental management in the mining industry. Evaluate the adequacy of financial provision. Consult with relevant state departments and promote co-operative governance. Investigate and resolve mine environmental related issues, queries and complaints between the Mining Industry and the public. Regulate the closure of mines within stipulated time frames. Assist clients through promotion of administrative justice. Facilitate the rehabilitation of liquidated and incapacitated mines.

ENQUIRIES : Mr D Makamu Tel No: (018) 487 4300
NOTE : Indian, Coloured, White male or Persons with disability are encouraged to apply.

POST 46/207 : **PETROLEUM LICENSING OFFICER REF NO: DMRE/2184**

SALARY : R331 188 per annum (Level 08)
CENTRE : Northern Cape Region, Kimberly
REQUIREMENTS : National Diploma in Business Management/ Economics/ Accounting/ Financial Management/ Energy Studies/ Natural Science/ Engineering/ Public Management/ Public Administration (NQF 6), Qualification in Project Management will be an added advantage, with a minimum of 1 year administration experience PLUS the following competencies Knowledge of: Knowledge of and interest in the South African energy and petroleum industries. Petroleum Products Act, 1977 (Act 120 of 1997), as amended and regulations thereto. Working knowledge of regulatory and licence administrative systems. Experience in data manipulation and analysis, as well as report writing. Working knowledge of Petroleum and Liquid Fuels Charter and a strategic understanding of the implementation potential and/ or constraints thereof Skills: Prior experience in the technical project management, procure and supplier development crucial. Analytical skills. Convey PPAA knowledge to clients and directing client on what supporting evidence is required. Organising, planning and interpersonal skills. Good Communication skills (verbal and written). Ability to communicate clearly with stakeholders in the public and private sectors, Thinking Demands: Evaluation and verification of license applications.

DUTIES : Receive and keep record of petroleum products applications. Verify applications, records, or documents in order to ensure that they are complete and in line with prescriptions of PPA and related regulation. Capture and update licensing applications and data on the licensing information system and keep record thereof in the regional registry. Collect petroleum licensing revenue. Liaise with relevant stakeholders. Issue Petroleum Licenses (Site, retail, wholesale and manufacturing). Collect, verify and capture annual licensing information and print receipt.

ENQUIRIES : Ms S Mogapi Tel No: (053) 807 1772
NOTE : Indian, Coloured or White male and person with disability are encouraged to apply

POST 46/208 : **MINERAL LAWS ADMINISTRATION OFFICER REF NO: DMRE/2185**

SALARY : R331 188 per annum (Level 08)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : An appropriate bachelor's degree/ B- Tech Degree/ Advanced Diploma In Law or LLB (NQF Level 7) with a minimum of 1 years' experience in basic

administration and legal procedures. PLUS, the following competencies
 Knowledge of: Basic Knowledge of the MPRDA, Basic Knowledge of previous minerals legislation, Basic knowledge of administration procedures, Basic knowledge of Departmental policy i.r.o Mineral Regulation, Basic knowledge of computer programs, . Skills: Ability to write reports, Ability to write submissions, Ability to conduct meetings, Ability to communicate (written and oral), Ability to act as a mediator between (aggressive) parties. Thinking Demands: Able to think when exposed to demanding situations.

DUTIES : Evaluate and process applications for mineral, prospecting, mining and related rights. Make recommendations and write reports regarding the granting or refusal of rights and permits. Carry out site inspections to ensure that the terms and conditions of granted rights are complied with. Assist Clients through the process of administrative justice. .Assist with surface usage applications and evaluation of surface utilization in relation to exploitation of minerals (only where Economic Development Sub directorate has not been established. Evaluate all empowerment transactions to give effect to the objects of the charter and the acts.

ENQUIRIES : Ms N Dlamini Tel No: (013) 653 0500

NOTE : White or Coloured male are encouraged to apply.

POST 46/209 : **MINE ECONOMIST REF NO: DMRE/2186**

SALARY : R331 188 per annum (Level 08)

CENTRE : Mpumalanga Region, Witbank

REQUIREMENTS : Bachelor's degree/ B-Tech degree/ Advanced Diploma Mining Engineering / Mine Survey / Geology/ Accounting/ Auditing and Mine Economics with mine valuation as subject (NQF level 7) with 1-year suitable experience. Driver's licence. Knowledge: Understanding of Government policy and procedures, regarding valuation of mine ad asset valuation. Understand the legal requirements related to mining o and applications. In depth mining technical knowledge. In depth economic knowledge. Management principle. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational costs related to mining methods and processing plants. Ability to identify regulatory costs and how they impact on mining business plans. Ability to generate discounted cash flows and evaluate business plans for mining projects. Understand coordinated economic development processes and the ability to initiate linkages between mining projects and other economic development opportunities. Skills: Communication between government departments, business organisations and institutions at executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Thinking Demands: Recognising viable business opportunities. Evaluation of viability of mining operations. Applying various resource valuation methods. Awareness of State's goals and objective compared to the business objectives. Valuation of mineral resources and mining projects. Management skills. Budget control. Understanding ore flow and accounting systems and internal economies of mines.

DUTIES : Assist in the Adjudication of financial and technical ability on applications for prospecting and mining rights in terms of the MPRDA as well as sustainability of mining operations .Conduct compliance inspection on all prospecting and mining operations where rights are granted in terms of the MPRDA. Handle enquires regarding prospecting work programmes and mining work programme applications and provide advice thereon. Provide administrative task for the Sub-directorate (e.g., filling of operational plans) Monitor the submission of annual audited financial reports or statements and statistical returns in terms of section 28 (2) and (b) of the MPRDA. Monitor and evaluate annual prospecting progress reports.

ENQUIRIES : Mr N Phasha Tel No: (013) 653 0500/ 0516

NOTE : White, Coloured female or persons with disability are encouraged to apply.

POST 46/210 : **SIGN LANGUAGE INTERPRETER REF NO: DMRE/2187**

SALARY : R331 188 per annum (Level 08)

CENTRE : Head Office, Pretoria

REQUIREMENTS : An appropriate National Diploma in Communication with Sign Language as a major (NQF level 6) with minimum of 1 year 'experience in sign language Knowledge of: Government Protocol Practices. Government Procurement process. Financial Process. Knowledge and understanding of DMRE policies,

		functions, projects etc. Skills: Computer Skills. Creativity and innovation skills. Interpersonal Skills. Analytical Skills. Organizing and Co-ordination. Facilitation and Implementation Well-developed interpersonal relationships at all levels. Problem solving and implementation. Thinking demands: Logical, creative/innovation. Objective, accurate, diplomatic.
<u>DUTIES</u>	:	Provide voice to sign and sign to voice oral translation. Prepare for daily activities/events. Responds to inquiries from clients and other staff on behalf of hearing person and persons who are deaf or have hearing impairments. Provide logistical and support services to the Directorate.
<u>ENQUIRIES</u>	:	Ms L Ntsoko Tel No: (012) 406 7799
<u>NOTE</u>	:	Indian or White male are encouraged to apply.
<u>POST 46/211</u>	:	<u>PERSONAL ASSISTANT: ENERGY EFFICIENCY REF NO: DMRE/2188</u>
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	An appropriate Diploma in Office Administration/ Office Management and Technology/ Public Administration (NQF 6) with a minimum of 1 year appropriate experience before or after qualification was obtained, Knowledge of: Knowledge on the relevant legislation/ policies/ prescripts and procedures, Basic Knowledge on Financial administration Skills: Language skills and the ability to communicate well with people at different levels and from different background, good telephone etiquette, Computer literacy, Sound Organisational skills, Good people skills, high level of reliability, ability to act with tact discretion, self-management and motivation Thinking demands: Ability to do research and analyse documents and situations.
<u>DUTIES</u>	:	Provides a secretariat/ receptionist support service to the manager. Renders administrative support services. Provides support to manager regarding meetings. Support the manager with the administration of the manager's budget. Studies the relevant public service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.
<u>ENQUIRIES</u>	:	Ms M Mabasa Tel No: 012 406 7712
<u>NOTE</u>	:	Coloured, White or Indian female are encouraged to apply.
<u>POST 46/212</u>	:	<u>STATE ACCOUNTANT REF NO: DMRE/2188</u>
<u>SALARY</u>	:	R269 214 per annum (Level 07)
<u>CENTRE</u>	:	Mpumalanga Region, Witbank
<u>REQUIREMENTS</u>	:	Degree or National Diploma in Accounting or Auditing (NQF Level 6) one-year financial related experience PLUS the following competencies Knowledge of: Accounting and Basic Accounting System. Public Finance Management Act. Treasury Regulations. Banking and cash management Skills: Advanced computer literacy (Spreadsheet techniques). Effective revenue management skills. Ability to communicate at all levels Thinking Demands: Data and gap analysis. Problem solving. Creativity.
<u>DUTIES</u>	:	Review the receivable registers for completeness (sequential numbering) and accuracy. Verify the payables against files opened (mining and prospecting rights files) and contracts. Verify the receipts against the bank statements and prepare weekly and monthly reports of all the receivables. Confirm outstanding balances /amounts receivables. Obtain a sign-off by Regional Managers and submit weekly and monthly receivable register to Head Office. Conduct audit, compile debt acknowledgement letters and report thereon to Head Office Ct audit
<u>ENQUIRIES</u>	:	Ms N Dlamini Tel No: (013) 653 0500/ 0523
<u>NOTE</u>	:	White, Coloured male or persons with disability are encouraged to apply.
<u>POST 46/213</u>	:	<u>SECURITY RISK OFFICER REF NO: DMRE/2189</u>
<u>SALARY</u>	:	R181 599 per annum (Level 05)
<u>CENTRE</u>	:	Western Cape Region, Cape Town
<u>REQUIREMENTS</u>	:	Grade 12 and PSIRA Grade C Certificate with minimum of 1 years' experience in security operations and administration PLUS the following competencies Knowledge of: Security legislation policies and procedures. Access control procedures. Safety precautions. Security register Skills: Problem solving and communication (verbal and written) skills Thinking Demands: Logical. Creative/ innovative thinker. Objective and accurate.

DUTIES

: Conduct the 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. Prohibit unauthorised removal of equipment, documents and stores from building or premises. Monitor 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

: White, Coloured or Indian female are encouraged to apply