

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

APPLICATIONS : NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email. Applicants are urged to choose/ utilise one of the methods provided above. You may forward your application, quoting reference, addressed to: The Director-General, Department of Mineral Resources and Energy, Private Bag X59, Arcadia, 0007. Alternatively, 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. Another option is to submit application through email as a SINGLE scanned document/ One PDF attachment to the email addresses specified for each position. (Kindly note that the emailed applications and attachments should not exceed 15mb). General enquiries may be brought to the attention of Ms M Palare Tel No: (012) 406 7426/ Ms T Gumede Tel No: (012) 406 7567

CLOSING DATE : 13 September 2024

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 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, initialled, 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 in possession of a foreign qualification(s), must also provide an evaluation certificate obtainable from the South African Qualification Authority (SAQA). 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. Shortlisted candidates will be assessed through practical exercise and an oral interview. 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. It is also important to note that the Department reserves the right not to fill any advertised post at any stage of the recruitment process. 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 are encouraged to apply, particularly persons with disabilities and women interested in senior management positions. An indication of such, in this regard will be vital in the processing of applications.

OTHER POSTS

POST 30/61 : **PARLIAMENTARY AND CABINET SUPPORT**
Office of the Minister: Minerals and Petroleum Resources

SALARY : R849 702 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Politics/administration or relevant qualification (NQF level 6) with minimum of 3 years relevant experience with Driver's licence Plus the following key competencies: Knowledge of: Ministry Operations, Working

knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio. Knowledge of public service policy and prescripts, Mineral and Energy sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing 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: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.

ENQUIRIES APPLICATIONS : Mr ED Ndou Tel No: (012) 406 7430
: Email to Recruitment01@dmre.gov.za

POST 30/62 : **PARLIAMENTARY AND CABINET SUPPORT**
Office of the Minister: Electricity and Energy

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive package)
: Head Office

: National Diploma in Politics/administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa , Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Mineral and Energy sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing 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: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.

ENQUIRIES APPLICATIONS : Mr ED Ndou Tel No: (012) 406 7430
: Email to Recruitment02@dmre.gov.za

POST 30/63 : **ADMINISTRATIVE SUPPORT AND COORDINATION**
Office of the Minister: Minerals and Petroleum Resources

SALARY CENTRE REQUIREMENTS : R849 702 per annum (Level 11), (all-inclusive package)
: Head Office

: National Diploma in Public Administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience in Government and NGO/ CBO sector. Parliamentary an advantage with Driver's licence PLUS the following key competencies: Knowledge of Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing 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: Analytical, Creativity, Strategic, Evaluation and Decision Making

DUTIES : Manage the administrative activities within the office of the executive authority this would inter alia, entail the following, liaise with internal and external role players with regard to matters relating to the portfolio of the executive authority

the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment03@dmre.gov.za

POST 30/64 : **ADMINISTRATIVE SUPPORT AND COORDINATION**
Office of the Minister: Electricity and Energy

SALARY : R849 702 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Public Administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience in Government and NGO/ CBO sector. Parliamentary an advantage with Driver's licence Plus the following key competencies: Knowledge of: Knowledge of Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison, negotiation, formulating and editing 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: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the administrative activities within the office of the executive authority this would inter alia, entail the following, liaise with internal and external role-players about matters relating to the portfolio of the executive authority the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment04@dmre.gov.za

POST 30/65 : **DRIVER**
Office of the Minister: Minerals and Petroleum Resources

SALARY : R183 279 per annum (Level 04)
CENTRE : Head Office
REQUIREMENTS : Grade 10 (NQF level 3) no experience with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service Broad knowledge and of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Skills: Computer Literacy, Good verbal and written communication skills, creativity skills, interpersonal skills Thinking Demand: Logical, Creativity/Innovative Thinker, Objective, Accurate, Diplomatic.

DUTIES : Collect and deliver documents. Transport employees in the office of the Executive Authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment05@dmre.gov.za

POST 30/66 : **DRIVER**
Office of the Deputy Minister: Minerals and Petroleum Resources

SALARY : R183 279 per annum (Level 04)
CENTRE : Head Office
REQUIREMENTS : Grade 10 (NQF level 3) no experience with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service Broad knowledge and of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Skills: Computer Literacy, Good verbal and written

communication skills, creativity skills, interpersonal skills Thinking Demand: Logical, Creativity/Innovative Thinker, Objective, Accurate, Diplomatic.

DUTIES : Collect and deliver documents. Transport employees in the office of the Executive Authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES APPLICATIONS : Mr ED Ndou Tel No: (012) 406 7430
: Email to Recruitment05@dmre.gov.za

POST 30/67 : **DRIVER**
Office of the Minister: Electricity and Energy

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Head Office
: Grade 10 (NQF level 3) no experience with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service Broad knowledge and of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Skills: Computer Literacy, Good verbal and written communication skills, creativity skills, interpersonal skills Thinking Demand: Logical, Creativity/Innovative Thinker, Objective, Accurate, Diplomatic.

DUTIES : Collect and deliver documents. Transport employees in the office of the Executive Authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES APPLICATIONS : Mr ED Ndou Tel No: (012) 406 7430
: Email to Recruitment06@dmre.gov.za

POST 30/68 : **DRIVER**
Office of the Deputy Minister: Electricity and Energy

SALARY CENTRE REQUIREMENTS : R183 279 per annum (Level 04)
: Head Office
: Grade 10 (NQF level 3) no experience with Driver's licence Plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service Broad knowledge and of the functional areas covered by the executive authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Skills: Computer Literacy, Good verbal and written communication skills, creativity skills, interpersonal skills Thinking Demand: Logical, Creativity/Innovative Thinker, Objective, Accurate, Diplomatic.

DUTIES : Collect and deliver documents. Transport employees in the office of the Executive Authority and guests and special advisors of the executive authority. Render a general support function in the office of the executive authority. Maintain knowledge on the policies and procedures that applies in the work environment.

ENQUIRIES APPLICATIONS : Mr ED Ndou Tel No: (012) 406 7430
: Email to Recruitment06@dmre.gov.za

POST 30/69 : **FOOD AID SERVICE**
Office of the Minister: Minerals and Petroleum Resources

SALARY CENTRE REQUIREMENTS : R131 265 per annum (Level 02)
: Head Office
: ABET 2 (NQF level 1) with no experience. Parliamentary an advantage with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : Clean kitchen utensils and equipment, provide catering support services, Keep stock of kitchen utensils and equipment, Apply hygiene and safety measures,

Maintain quality control measures of all food provided, Removal of garbage disposal.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment07@dmre.gov.za

POST 30/70 : **FOOD AID SERVICES (X1 POST)**
Office of the Deputy Minister: Minerals and Petroleum Resources

SALARY : R131 265 per annum (Level 02)
CENTRE : Head Office
REQUIREMENTS : ABET 2 (NQF level 1) with no experience. Parliamentary an advantage with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, Apply hygiene and safety measures, Maintain quality control measures of all food provided, Removal of garbage disposal.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment07@dmre.gov.za

POST 30/71 : **FOOD AID SERVICES**
Office of the Minister: Electricity and Energy

SALARY : R131 265 per annum (Level 02)
CENTRE : Head Office
REQUIREMENTS : ABET 2 (NQF level 1) with minimum of no experience. Parliamentary an advantage with Driver's licence Plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures, maintain quality control measures of all food provided, Removal of garbage disposal.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment08@dmre.gov.za

POST 30/72 : **FOOD AID SERVICES**
Office of the Deputy Minister: Electricity and Energy

SALARY : R131 265 per annum (Level 02)
CENTRE : Head Office
REQUIREMENTS : ABET 2 (NQF level 1) with minimum of no experience. Parliamentary an advantage with Driver's licence Plus the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service portfolio, Working knowledge of the political and parliamentary processes in South Africa Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Energy sector. Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.

DUTIES : Clean kitchen utensils and equipment, provide catering support services, keep stock of kitchen utensils and equipment, apply hygiene and safety measures. Maintain quality control measures of all food provided, Removal of garbage disposal.

ENQUIRIES : Mr ED Ndou Tel No: (012) 406 7430
APPLICATIONS : Email to Recruitment08@dmre.gov.za