

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

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 and Petroleum Resources, Private Bag X59, Arcadia, 0007. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. 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 T Gumede 012 444- 3319.

CLOSING DATE : 13 June 2025

NOTE : The Department of Mineral and Petroleum Resources (DMPR) 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. 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.

MANAGEMENT ECHELON

POST 18/34 : **CHIEF DIRECTOR: OCCUPATIONAL HEALTH REF NO: 015**

SALARY : R1 436 022 per annum, (all-inclusive package)

CENTRE : Head Office

REQUIREMENTS : Degree in Health Science or relevant to Occupational Health (NQF 7) Plus registration with the HPCSA with a minimum 5-year senior management experience in the field. Knowledge of: Project management, planning, project finance and economics, industry and public- sector policies, strategies and legislation in the field of Mine Health and Safety, people management and data management and analysis report writing and presentation. Knowledge of planning Tools. Skills: Communication skills. Project management skills. Report writing and presentation skills. Decision making. Interpersonal skills. Negotiation. Computer skills. Time management and work planning. Analytical skills. Thinking Demand: Rigorous non-corruption thinking relating in the development and implementation of plans and strategy. Dynamic, open and assertive in monitoring and overseeing data collection and analysis. 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 assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a pdf format.

DUTIES : Oversee/ provide specialist advice/ information in respect of occupational hygiene and medicine related matters as well as the status of occupational hygiene and medicine in the mining

industry. Oversee the rendering of medical advice as mandated by the Act. Lead research and benchmarking of the status of occupational hygiene and occupational medicine in the mining industry with international counterparts/ countries to identify training and policy needs. Oversee quality assurance of the Mine Health and Safety Inspectorate processes and outputs (e.g. inspections, audits, investigations and enquiries). Ensure/ Assist with the technical aspects of standards, legislation and specifications. Manage the Chief Directorate.

ENQUIRIES : Mr D Mziza at 071 475 8343
APPLICATIONS : Email to Recruitment01@dmre.gov.za
NOTE : Preference will be given to women and persons with disabilities.

POST 18/35

DIRECTOR: STRATEGIC MANAGEMENT AND PLANNING REF NO: 016

SALARY : R1 216 824 per annum (Level 13), (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Public Management/ Business Management/ Business Administration/ Public Administration/ Monitoring and Evaluation/ Social Science (NQF 7) Plus minimum of 5 years' experience at middle/senior in strategy and planning environment Knowledge of: understanding of government mandates and priorities. Knowledge and understanding of DMPR policies, functions, projects etc. Policy development. Strategic planning. Project management. ,Financial Management, Government policies. Project/ programs in DMPR. National Economic and Development Strategy. Skills: Diplomatic. Communication skills (verbal and written). Management and organisational skills. Computer skills. Creativity and innovation. Interpersonal skills. Analytical skills. Numerical. Organising and Coordination. Facilitation and implementation. Well-developed interpersonal relationships at all levels. Financial management. Negotiation and consultation skills. Problem solving and analysis. Thinking Demand: Logical. Creative/ innovative thinker. Accurate. Objective. 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 assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

DUTIES : Develop standards operating procedures for strategic management and planning for approval of SP, APP, AOP in line with approved government planning guidelines. Facilitate the development and approval of strategic plans, annual performance plan and annual operational plans. Facilitate the development of a service delivery improvement plan. Ensure alignment of Departmental strategic objectives to the SOEs priority areas (output and outcomes). Provide guidance and support in strategic implementation within the Department. Manage the Directorate.

ENQUIRIES : Mr L Mulaudzi at 079 501 9968
APPLICATIONS : Email to Recruitment02@dmre.gov.za
NOTE : Indian, Coloured or White male are encouraged to apply.

POST 18/36

DIRECTOR: INFORMATION TECHNOLOGY REF NO: 017

SALARY : R1 216 824 per annum, (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Information Technology/ Computer Science/ Business Information (NQF 7) Plus minimum of 5 years' experience at middle/ senior management in Information Technology environment. Post graduate Degree in Business management will be an added advantage Knowledge of: Management and expertise in all areas of information technology especially IT Infrastructure. Technical expertise in advance strategic IT Infrastructure. Change management with knowledge of Public Service and Departmental organizational matters. Policy development. Strategic planning. Financial management. Project management and government policies. Skills: Excellent managerial communication and interpersonal relationship skills. Strong leadership and organisational skills. Negotiation and consultation skills. Problem solving and analysis. Strategic capability. Management and expertise in all areas of information technology specific to infrastructure. Technical expertise in advance strategic ICT Infrastructure. Regulatory framework for the management of IT in government. Programme management with service delivery orientation and effective budget management. Thinking Demand: Logical. Creative/ innovative thinker. Accurate. Objective, Ability to analyse and interpret information. 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 assessment and technical assessment. The Candidate will have to disclose her/ his financial Interests. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

DUTIES : Oversee the management of information technology service delivery and promote continuous improvement of productivity, quality service and customer satisfaction. Manage and direct

processes on utilisation of system security mechanism and ensuring compliance to the IT regulatory framework. Ensure the management or architecture and network configuration within the Department. Manage the development, maintenance and implementation of policies and strategies pertaining to information technology services and systems. Manage the development of information technology infrastructure architecture and conduct investigations into the maintenance of existing technologies as well as the availability, needs and demand of new technologies. Manage the Directorate.

ENQUIRIES : Ms K Leso at 071 475 8416
APPLICATIONS : Email to Recruitment03@dmre.gov.za
NOTE : Indian, Coloured or White female and persons with disabilities are encouraged to apply.

OTHER POSTS

POST 18/37 : **DEPUTY DIRECTOR: SYSTEM APPLICATIONS REF NO: 018**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Information Technology/ Computer Science/ Business Information (NQF 6) PLUS minimum of 3 years' experience in software development (i.e. Document management solutions, BI & Data warehouse solutions, system, integration etc.) and experience in junior management. Knowledge of understanding of relational database management systems. Understanding of SDLC Phases and its outputs. Understanding of BI or data warehouse environment. Budget management. Policy development. Strategic planning. Financial management. Project management. Government policies. Knowledge of ESRI GIS and Magic Software development will be an added advantage. Enterprise Architecture (i.e. Togaf). System development frameworks. Understanding or experience of modelling language and frameworks. Risk analysis. Skills: well-versed with most widely utilized programming languages i.e., C#, ASP. Net, Magic 9.4, XPA etc. Excellent managerial, communication and interpersonal relationship skills. Strong leadership and Organisational skills. Negotiation and consultation skills. Problem solving and analysis. Creativity and innovation. Technical expertise in advance strategic and business analysis. Change management with knowledge of Public Service and Departmental organizational matters. Regulatory framework for the management of IT in government. Programme management with service delivery orientation and effective budget management. Client focused. Negotiation and analysis. Change management. Thinking Demand: Logical. Creative/ innovative thinker. Objective. Accurate. Ability to analyse and interpret information. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

DUTIES : Oversee the activities of the Sub-directorate. Ensure/ Develop, maintain and implement policies and strategies pertaining to business systems and processes as well as information systems. Promote the utilisation of technology as key enablers for service delivery and transformation. Manage the Directorate.

ENQUIRIES : Mr K Malefo Tel No: (012) 444 3086
APPLICATIONS : Email to Recruitment04@dmre.gov.za
NOTE : Indian, Coloured or White female or male are encouraged to apply.

POST 18/38 : **SENIOR ANALYST: FINANCIAL FUNDING AND ANALYSIS REF NO: 019**

SALARY : R896 436 per annum, (all-inclusive package)
CENTRE : Head Office, Pretoria
REQUIREMENTS : An appropriate Degree in Accounting/ Financial Management / Public Management / Public Administration and Internal Auditing (NQF 7) and drivers' licence, PLUS a minimum of 3 years' experience at a Junior managerial level in SOE environment. Knowledge of: Basic project finance and economics. Industry and public sector policies, strategies and legislation in the field of mining, People management and data management analysis, Knowledge of the mineral industry, Skills: Communication skills. Project management skills, report writing and presentation skills, decision making, interpersonal skills, Negotiation, computer skills, time management and work planning, analytical skills, Thinking demands: rigorous non-corrupting thinking relating in the development and implementation of strategy and legislation, dynamic, open and assertive in monitoring and overseeing collection and analysis. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

DUTIES : Manage and supervise processes to collect and tabulate data to informing processes to monitor ,evaluate and report on the performance accounting practices and financial performance of SOCs in the (DMPR) group, Manage the provision of analytical support services to specialist to analyse the budget performance of SOCs in the Group, Ensure the effective, efficient and economical utilisation of resources allocated to accounting analysis and modelling projects, Provide managerial activities.

ENQUIRIES : Ms. M Bosoga Tel No: (012) 444 3611
APPLICATIONS : Email to Recruitment05@dmre.gov.za

<u>NOTE</u>	:	Indian, Coloured, White female and persons with disabilities are encouraged to apply.
<u>POST 18/39</u>	:	<u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 020</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	North-West Region, Klerksdorp
<u>REQUIREMENTS</u>	:	National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF 6) Plus Certificate in Mine Environmental Control, with a minimum of 3 years' experience in Occupational Hygiene and a valid driver's license. Knowledge of: Knowledge of Mine Health and Safety Act, Regulations and Legal. Hazard identification and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene solutions. Negotiation skills. Language proficiency and Computer skills, Thinking Demand: 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. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspection on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions, and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.
<u>ENQUIRIES</u>	:	Mr J Melembe Tel No: (018) 487 4300
<u>APPLICATIONS</u>	:	Email to Recruitment06@dmre.gov.za
<u>NOTE</u>	:	Indian, Coloured or White female and persons with disabilities are encouraged to apply.
<u>POST 18/40</u>	:	<u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 021</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Eastern Cape Region, Port Elizabeth
<u>REQUIREMENTS</u>	:	National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF6) PLUS Certificate in Mine Environmental Control, with a minimum of 3 years' experience in Occupational Hygiene and a valid driver's license. Knowledge of: Knowledge of Mine Health and Safety Act, Regulations and Legal. Hazard identification and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene solutions. Negotiation skills. Language proficiency and Computer skills, Thinking Demand: 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. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.
<u>DUTIES</u>	:	Conduct and report on underground, shaft and surface audits and inspection on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions, and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.
<u>ENQUIRIES</u>	:	Mr G Phakoago at 083 283 3157
<u>APPLICATIONS</u>	:	Email to Recruitment07@dmre.gov.za
<u>NOTE</u>	:	Indian, Coloured or White female and persons with disabilities are encouraged to apply.
<u>POST 18/41</u>	:	<u>INSPECTOR: OCCUPATIONAL HYGIENE REF NO: 022</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package)
<u>CENTRE</u>	:	Gauteng Region, Braamfontein
<u>REQUIREMENTS</u>	:	National Diploma in Occupational Hygiene/ Environmental Health/ Environmental Management (NQF6) Plus Certificate in Mine Environmental Control, with a minimum of 3 years' experience in Occupational Hygiene and a valid driver's license. Knowledge of: Knowledge of Mine Health and Safety Act, Regulations and Legal. Hazard identification and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety

Act. DMPR Policies and staff codes. Management skills, Planning, Leading, Organisational and Controlling skills. Report writing and formulation. Good interpersonal relations. Be able to recommend mining occupational hygiene solutions. Negotiation skills. Language proficiency and Computer skills, Thinking Demand: 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. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

DUTIES : Conduct and report on underground, shaft and surface audits and inspection on matter relating to occupational hygiene exposures, stressors and other matter relating to mine occupational hygiene and take the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions, and complaints as well as the analyses of mine accidents and trends to determine high risk mining operations and take appropriate action. Serve on any necessary boards of examiners. Investigate, consult, and provide input on mine closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of mining regulations, guideline and standard and application of exemptions, permissions and approvals related to occupational hygiene.

ENQUIRIES : Mr M Madubane Tel No: (011) 358 9700

APPLICATIONS : Email to Recruitment08@dmre.gov.za

NOTE : Indian, Coloured or White female and persons with disabilities are encouraged to apply.

POST 18/42 : **INSPECTOR: OCCUPATIONAL MEDICINE REF NO: 023**

SALARY : R896 436 per annum, (all-inclusive package)

CENTRE : Northern Cape Regional Office, Kimberley

REQUIREMENTS : National Diploma in Nursing, Midwifery, Community Health, Occupational Health and Primary Health Care, (NQF 6) with a minimum of 3 years of experience in occupational medicine and valid driver's license Knowledge of: Sound knowledge of both Occupational medical and nursing discipline. Understanding of MHSA and regulations and directives. Understanding general mining practices and occupational health risk associated with. knowledge of Petrochemical industry diving and equipment, Skills: Ability to apply knowledge. Researching skills. Good communicator. Have good investigating skills. Must be computer literate. Thinking Demands: Health and safety hazards/risks recognise and respond. Be able to apply MHSA. Dedicated, hardworking, loyal and conscientious. Well experienced in occupational Health on Mines and industry. Knowledge of offshore oil exploration and diving industry. Sound temperament. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

DUTIES : Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to mine Occupational Medicine and take the necessary enforcement action where necessary. Ensure the investigation of and reporting of mine relating diseases, contraventions and complaints as well as analyse regional mine disease trends to determine high risk mining operations and take appropriate action. 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 medical regulations, guidelines and standard; and applications of exemptions, permissions and approvals related to occupational medicine.

ENQUIRIES : Mr T Mateta at 082 459 2778

APPLICATIONS : Email to Recruitment09@dmre.gov.za

NOTE : Indian, White female and persons with disabilities are encouraged to apply.

POST 18/43 : **INSPECTOR: MINE EQUIPMENT REF NO: 024 (X3 POSTS)**

SALARY : R896 436 per annum, (all-inclusive package)

CENTRE : Mpumalanga Region, Witbank

REQUIREMENTS : National Diploma in Electrical or Mechanical Engineering (NQF 6) PLUS Certificate of Competency for Mechanical or Electrical Engineering (Mines) with minimum of 3 years' experience in mine equipment and a valid driver's licence, Knowledge of: Mine Health and Safety Act and Regulations and Legal Proceedings. Mining Engineering- Mine Equipment e.g. Winder, Boilers, Plants. Hazard and risk management. Public Service Staff Code. DMPR Policies. Skills: Ability to interpret and apply Mine Health and Safety Act. DMPR Policies and staff codes. Management, 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. 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. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

DUTIES : Conduct and report on underground, shaft and surface audits and inspection on plants, structure, track bound trackless mining equipment and electrical distribution systems and take

the necessary enforcement action where necessary. Investigate and report on mine related accident, contraventions and complaints as well as the analyse mine accidents and trends to determine high risk mining operations and take appropriate action. test and license and report thereon, of equipment on mines, winders lifts, chairlifts, boilers and conduct statutory inspections. Serve on any necessary boards of examiners. Investigate, consult and provide of input on mines closure, prospecting rights, mining rights and permit, EMP's and township development. Provide inputs to regional reports, revision of machinery regulations, guideline, standard, application of exemptions, permission and approvals.

ENQUIRIES : Ms N Gogela Tel No: (013) 653 0538
APPLICATIONS : Email to Recruitment10@dmre.gov.za
NOTE : Indian, Coloured or White female and persons with disabilities are encouraged to apply.

POST 18/44 : **SENIOR VETTING INVESTIGATOR REF NO: 025**

SALARY : R582 444 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : National Diploma in Risk Management/ Safety and Security Management/ Social Science (NQF 6) PLUS with minimum of 3 year's investigation experience. Driver's licence: Knowledge of: Departmental policies, MISS document, Record management. Security Risks. Security Vetting, related Acts, Vetting legislation and procedures and strategies. Skills: Problem solving and analysis. Decision making, programme and project management. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer skills, Delegation and developmental of others. Planning, organising and execution. Ability to manage conflict. Diplomacy. Language proficiency. Listening and insight skills. Interviewing skills. Thinking Demand: Analytical thinking and creativity. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

DUTIES : Conduct vetting field-work investigations. Provide inputs for the development and implementation of policies, guidelines, norms and standards in vetting investigations. Ensure effective communication channels and systems between the Department and National Intelligence Agency (NIA) and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Provide managerial activities.

ENQUIRIES : Mr E Jacobs at 079 693 8628
APPLICATIONS : Email to Recruitment11@dmre.gov.za
NOTE : Indian, Coloured or White female and persons with disabilities are encouraged to apply.

POST 18/45 : **ASSISTANT DIRECTOR: BID MANAGEMENT (ACQUISITION) REF NO: 026**

SALARY : R468 459 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Degree in Supply Chain Management/ Purchasing Management/ Logistics Management / Public Administration/Public Management (NQF 7) with minimum of 3 years supervisory experience at Supply Chain Management. Knowledge: Treasury Regulations, Supply Chain Management framework, Public Finance Management Act (PFMA), PPPFA, Preferential Procurement Regulations and Logis. Skills: Computer literacy, good verbal and written Communication, Financial Management, Interpersonal relations, Ability to communicate at all levels. Thinking Demand: logical, creative/ innovative thinker. Objective, accurate, diplomatic. Recommendation/Note: Candidate will undergo practical exercise and integrity assessments. Candidates who are applying online are requested to upload one document as attachment on a PDF format.

DUTIES : Provide acquisition management services, Monitor/ compile and coordinate bidding processes, Co-ordinate and verify consolidated inputs for the Bid Adjudication and Bid Evaluation Committees, Provide Managerial activities.

ENQUIRIES : Mr Kwena Nong at (083) 996 5802
APPLICATIONS : Email to Recruitment12@dmre.gov.za
NOTE : Male candidates are encouraged to apply.