

## DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

*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 these posts. 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** : 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 number, 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 Tel No: (012) 444- 3319.
- CLOSING DATE** : 23 June 2025
- 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](http://www.gov.za) and [www.dpsa.gov.za](http://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 19/101** : **ECONOMIC ADVISORY SPECIALIST REF NO: 027**
- SALARY** : R1 436 022 per annum (Level 14), (all-inclusive package)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Master's Degree in Economics or Minerals Economics or Petroleum Economics (NQF 9), Plus a minimum of 10 years' experience within the Economic environment of which 5 years is Senior Managerial level: Knowledge of: Macro and micro economic analysis. Understanding of Minerals and Petroleum Resources policies and legislation. Understanding of principles of

research methodology and policy analysis. Government processes. Development and Implementation of policy. Financial Management. Project Management. Research. Strategic planning. Government policies. Skills: Communication (Verbal, written, liaison). Influencing skills. Problem solving and analysis. Negotiation skills. Management & Organisation skills. Advanced Analytical skills. Good interpersonal relation at all levels. Conflict management skills. Numerical. Organising and Coordinating. Creativity and innovation. Facilitation and implementation. Proven management skills. Financial Management. Negotiation and consultation skills. Strategic capability and leadership, Thinking demands: Creative/Innovative thinker. Ability to analyse financial information and Logical. 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, technical and integrity 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.

<b><u>DUTIES</u></b>	:	Provide leadership, undertake research and analysis in the minerals and petroleum economic sector and produce reports thereof. Advice and assist management with strategic issues on all economic related matters. Mentor DMPP officials in all matters related to the economic sector (transfer of skills to identified internal people). Ensure the preservation of specialist technical knowledge and information for business continuity.
<b><u>ENQUIRIES</u></b>	:	Ms N Ngcwabe Tel No: (012) 444 3004
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment13@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian /Coloured females or males and persons with disability are encouraged to apply.

#### **OTHER POSTS**

<b><u>POST 19/102</u></b>	:	<b><u>DEPUTY DIRECTOR: MINE ECONOMIC REF NO: 028</u></b>
<b><u>SALARY</u></b>	:	R1 059 105 per annum (Level 12), (all- inclusive package)
<b><u>CENTRE</u></b>	:	Eastern Cape, Port Elizabeth
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree/ BTech / Advanced Diploma in Mining Engineering/ Mine Survey/ Geology/ Accounting/ Economics/ Auditing with Mine Economics or Mine valuation as subject (NQF7) and a minimum of 3 years' experience at a junior management level in mine economics and Valid Driver's Licence. Knowledge of: Understanding of Government policy and procedures, regarding valuations of mine and asset valuations. Understand the legal requirements related to mining and applications. In depth mining technical knowledge. In depth economic knowledge. Management principles. Ability to analyse market demand for minerals and quantify potential revenue from mineral production. Ability to quantify capital and operational cost 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 co-ordinated 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 an executive level. Financial and accounting skills in relation to mining projects. Computer literacy. Thinking Demand: Recognising viable business opportunities. Evaluation of viability of mining operations. Applying various resource valuation methods. Awareness of the State's goals and objective compared to the business objectives. Valuation of mineral resources and mining projects. Management skills. Budget control. Understanding flow and accounting systems and internal economies of mines. 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.
<b><u>DUTIES</u></b>	:	Develop and review policies, frameworks and regulations related to mine economics. Manage the adjudication of mineral project applications for prospecting, mining permit and mining rights in terms of MPRDA to ensure sustainability of mining operations. Oversee/ Conduct compliance inspections

		on all prospecting and mining operations where rights are granted. Conduct mine and asset valuations for tax purposes. Organise and conduct workshops on mine economics for stakeholders in the mining industry and local communities, in coordination with the Regional Office. Manage inquiries concerning prospecting and mining work programme applications. Provide managerial activities.
<b><u>ENQUIRIES</u></b>	:	Mr. BT Ngebulana Tel No: (041) 403 6616
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment14@dmre.gov.za
<b><u>NOTE</u></b>	:	African males and persons with disability are encouraged to apply.
<b><u>POST 19/103</u></b>	:	<b><u>INSPECTOR: MINE EQUIPMENT REF NO: 029</u></b>
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive package)
<b><u>CENTRE</u></b>	:	Gauteng Region, Braamfontein
<b><u>REQUIREMENTS</u></b>	:	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. Dyanmic 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.
<b><u>DUTIES</u></b>	:	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 inputs on mines 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 application of exemptions, permission and approvals.
<b><u>ENQUIRIES</u></b>	:	Ms M Madubane Tel No: (011) 358 9700
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment15@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian /Coloured females and persons with disability are encouraged to apply
<b><u>POST 19/104</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: 030</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office, Pretoria
<b><u>REQUIREMENTS</u></b>	:	National Diploma in Property Management/ Building Science/ Built Environment/ Construction Management/ Real Estate / Safety Management/ Occupational Health and Safety/ Facilities Management/ Public Management/Public Administration (NQF 6) Plus 3 years' practical experience in facilities/ property management and/or auxiliary support services environment and Valid Driver's Licence. Knowledge of: Knowledge and application of GIAMA, National Building Regulations and Building Standards Act. Knowledge, understanding and application of OHSA and COIDA legislative framework. Knowledge, understanding and application of facilities management practices, processes and procedures. Knowledge and application of Public Service Act, BCEA, PFMA, Treasury Regulations and Public Service Regulations. 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.

<b><u>DUTIES</u></b>	:	Develop, implement and review facilities management policies, procedures, plans, strategies and guidelines. Procure and manage building infrastructure. Facilitate building maintenance services. Coordinate allocation of office space and resources. Coordinate support services.
<b><u>ENQUIRIES</u></b>	:	Ms. M Makhoana at (076) 014 6716
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment16@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian /Coloured/ White females or males and persons with disability are encouraged to apply.
<b><u>POST 19/105</u></b>	:	<b><u>ADMINISTRATION CLERK (SAMODD) REF NO: 031</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Free State Region, Welkom
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF 4) with no experience. Knowledge of: Administrative processes and policies. Public service policies. Skills: Compute Literacy. Numeracy. Interpersonal. Communication skills. Thinking Demand: Logical. Creativity/Innovative thinker. Objective. Accurate. 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.
<b><u>DUTIES</u></b>	:	Capture/ Update database for SAMODD. Maintain SAMODD database. Capture and keep record of mine labour statistics/return. Handle general enquires and provide advice. Assist with general clerical support.
<b><u>ENQUIRIES</u></b>	:	Mr P Nyagcela at 082 459 2783
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment17@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian /Coloured females or males are encouraged to apply.
<b><u>POST 19/106</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 032</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Limpopo Region, Polokwane
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF 4) with no experience and Valid driver's licence. Knowledge of: Policies and procedure. Acts and Regulations. Skills: Organisation. Communication at all levels. Computer Literacy. Minute taking. Planning. Numerical. Telephone. Dealing with different people e.g. religion, background, culture etc. Thinking Demand: Able to make sound decision in situations where needed. Able to use own initiative. Be able to work unsupervised. Be able to convey information to from mines correctly. 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.
<b><u>DUTIES</u></b>	:	Provide administration support. Handle the request for procurement of goods and services e.g. equipment. Receive, record and label new office equipment, maintain asset register and do stock taking. Administer GG and subsidised vehicles for the regional office support. Render logistical support to the regional office.
<b><u>ENQUIRIES</u></b>	:	Mr L Mulaudzi Tel No: (015) 287 4742
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment18@dmre.gov.za
<b><u>NOTE</u></b>	:	Males and persons with disability are encouraged to apply.
<b><u>POST 19/107</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: 033</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Western Cape, Cape Town
<b><u>REQUIREMENTS</u></b>	:	Grade 12 (NQF 4) with no experience and valid driver's licence, Knowledge of: Policies and procedure. Acts and Regulations. Skills: Organisation. Communication at all levels. Computer Literacy. Minute taking. Planning. Numerical. Telephone. Dealing with different people e.g. religion, background, culture etc. Thinking Demand: Able to make sound decision in situations where needed. Able to use own initiative. Be able to work unsupervised. Be able to convey information to from mines correctly. 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.

<b><u>DUTIES</u></b>	:	Provide administration support. Handle the request for procurement of goods and services e.g. equipment. Receive, record and label new office equipment, maintain asset register and do stock taking. Administer GG and subsidised vehicles for the regional office support. Render logistical support to the regional office.
<b><u>ENQUIRIES</u></b>	:	Mr. P Swart Tel No: (021) 427 1057
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment19@dmre.gov.za
<b><u>NOTE</u></b>	:	African males and persons with disability are encouraged to apply.
<b><u>POST 19/108</u></b>	:	<b><u>REGISTRY CLERK REF NO: 034</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Gauteng Region: Braamfontein
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate (NQF level 4) with no experience and Valid driver licence. Knowledge of knowledge of registry duties, practices as well as the ability to capture data, and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Communication skills, Computer Literacy, Managing the registry. Organising Skills. Thinking Demand: Problem solving. Decision making. Planning. Innovation. 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.
<b><u>DUTIES</u></b>	:	Provide registry counter services. Handling of incoming and outgoing correspondence. Render an effective filing and record management services. Operate office machines in relation to the registry function. Process documents for archiving and/disposal.
<b><u>ENQUIRIES</u></b>	:	Ms A Linde Tel No: (011) 358 9719
<b><u>APPLICATIONS</u></b>	:	Email to Recruitment20@dmre.gov.za
<b><u>NOTE</u></b>	:	Indian /Coloured males and persons with disability are encouraged to apply