

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 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.

<u>APPLICATIONS</u>	:	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 Tel No: (012) 444- 3319.
<u>CLOSING DATE</u>	:	12 September 2025
<u>NOTE</u>	:	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.

OTHER POSTS

<u>POST 31/51</u>	:	<u>SENIOR VETTING INVESTIGATOR REF NO: 037</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Security Risk Management/ Safety and Security Management/ Social Science/ Criminology /Criminal Psychology/ Forensic Investigation/Policing/Police Science/ Law (NQF 6) PLUS minimum of 3 year's investigation experience plus certificate in Security Vetting (SSA/SAPS/SANDF) and 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. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication skills. Computer skills, Delegation and developmental of others. Planning, organising and execution. Ability to management conflict. Diplomacy. Language proficiency. Listening and insight skills. Interviewing skills. Thinking Demand: Analytical thinking and creativity.
<u>DUTIES</u>	:	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 the State Security Agency and other related agencies. Administer files and partake in task teams dealing with matters related to vetting projects/ processes. Provide managerial activities.
<u>ENQUIRIES</u>	:	Mr E Jacobs at 079 693 8628
<u>APPLICATIONS</u>	:	Email to Recruitment03@dmp.gov.za
<u>NOTE</u>	:	Indian, Coloured or White female and persons with disabilities are encouraged to apply. 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>POST 31/52</u>	:	<u>DRIVER/ MESSENGER REF NO: 038</u> Office of the Deputy Minister: Mineral and Petroleum Resources
<u>SALARY</u>	:	R193 359 per annum (Level 04)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 10 with no experience and a valid driver's licence. PLUS the following key competencies: Knowledge of: Knowledge of Public Service Act, Public Service, Broad knowledge and understanding 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. Communication skills (verbal and written). Creativity and innovation. Interpersonal skills, Thinking Demand: Logical. Creative/Innovative thinker. Objective. Accurate. Diplomatic.
<u>DUTIES</u>	:	Collect and deliver documents, Transport employees in the office of the Deputy Minister and guests and special advisors of the Deputy Minister, Maintain knowledge on the policies and procedures that applies in the work environment. Render a general support function in the office of the Deputy Minister.
<u>ENQUIRIES</u>	:	Ms LM Maluleka at 082 303 7721
<u>APPLICATIONS</u>	:	Email to Recruitment04@dmp.gov.za
<u>NOTE</u>	:	Indian, Coloured or White male and persons with disabilities are encouraged to apply 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>POST 31/53</u>	:	<u>FOOD AIDE SERVICE REF NO: 039</u> Office of the Deputy Minister: Mineral and Petroleum Resources
<u>SALARY</u>	:	R138 486 per annum (Level 02)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	ABET 2 (NQF 1) with no experience 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 Skills: communication and diplomatic skills, Thinking Demand: Analytical thinking and Creativity.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms LM Maluleka at 082 303 7721
<u>APPLICATIONS</u>	:	Email to Recruitment05@dmre.gov.za
<u>NOTE</u>	:	Indian, Coloured or White male and persons with disabilities are encouraged to apply 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.