

DEPARTMENT OF MINERAL AND PETROLEUM RESOURCES

APPLICATIONS

: 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. 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
NOTE

: 15 August 2025

: 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. NB: Kindly note that the Department provides for four methods of submitting a job application, namely: Post, courier, hand delivery and email 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 27/164**

: **DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES REF NO: 035**

SALARY
CENTRE

: R1 813 182 per annum (Level 15), (all-inclusive package)
: Head Office, Pretoria

REQUIREMENTS

: Honours Degree or Postgraduate Diploma in Public Management/ Business Management/ Business Administration/ Public Administration or an appropriate Postgraduate qualification (NQF Level 8) Plus minimum of 8 years' experience at Senior Managerial in a relevant field. Knowledge, knowledge and understanding of DPMR policies, functions, projects etc. In-depth knowledge of human capital management, knowledge of management policies, standards and procedures. Relevant legislation and regulatory frameworks. System thinking, integration and business process optimisation. Policy development,

strategic planning. Internal and external communication and liaison. Publication services. Speech writing. Financial management. Project management. Government policies. Project/programs in DMPR. National Economic and Development Strategy. Information Technology. Skills: Communication skills (verbal and written). Management and organisational skills. Computer skills. Creativity and innovation. Interpersonal skills. Analytical skills. Numerical skills. Organising and co-ordination. Facilitation and implementation. Well-developed interpersonal relationships at all levels. Financial Management. Negotiation and consultation skills. Problem solving and analysis. Strategic Capability and leadership. Change management. Teamwork and relationship building. Customer focus. Policy development and implementation. Legal interpretation and Implementation; Thinking Demand: Creative/ innovative thinker. Ability to analyse information. Logical. Objective. Accurate. Diplomatic.

DUTIES

: Provide strategic direction to advance the achievement of the DMPR's missions, strategic objectives mandate. Ensure the development and implementation of facilities and security strategies and systems for efficient infrastructure management including cleaning services, health and safety, security and reception. Oversee the development and implementation of Human Capital Management strategies and systems and drive the integration and execution of culture, change, wellness, performance, labour relations and other HR services. Drive the development and execution of Communication, Marketing, and Stakeholder Management strategies and systems, media relations, and other stakeholder engagement functions. Oversee the management of Information Technology functions of the Department to ensure the establishment of sound information Management Systems. Oversee the provision of legal support and advisory services to the Ministry and Department. Oversee the provision of strategic leadership and support to the Minister and Director General in the execution of their responsibilities relating to oversight of the State -Owned Enterprise. Lead and manage the people, financial, governance, compliance, systems and risk aspects of the portfolio and ensure successful execution and delivery of the branch's priorities, programs and project.

ENQUIRIES **APPLICATIONS** **NOTE**

: Ms LM Maluleka at 082 303 7721
: Email to Recruitment01@dmre.gov.za
: Preference will be given to women and persons with disabilities. 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.

POST 27/165

: **CHIEF DIRECTOR: OCCUPATIONAL HEALTH REF NO: 036**

SALARY **CENTRE** **REQUIREMENTS**

: R1 494 900 per annum (Level 14), (all-inclusive package)
: Head Office
: Degree in Health Science or relevant to Occupational Health (NQF 7) Plus registration with the HPCSA with a minimum 5 years 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 skills. 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.

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 medicine in the mining industry with international counterparts/ countries to identify training and policy needs. Oversee quality assurance of

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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.

- : Mr D Mziza at 071 475 8343
- : Email to Recruitment02@dmre.gov.za
- : Preference will be given to women and persons with disabilities. 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. This is a re-advert, candidates who are applied previously are encouraged to re-apply.