

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.

- APPLICATIONS** :
- Applicants must be submitted via DMPR E-Recruitment System accessible using the following link: <https://erecruitment.dmpr.gov.za>
- Applications must create a user profile by completing all required personal information and setting up your login credential on DMPR E-Recruitment System. Once registration is complete and logged in to the system, you may browse all vacant positions.
- Another option is to submit application by post or courier, quoting relevant reference, addressed to: The Director-General, Department of Mineral and Petroleum Resources, Private Bag X59, Pretoria, 0001. Alternatively, applications may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman. General enquiries may be brought to the attention of Ms T Gumede Tel No: (012) 444- 3319.
- CLOSING DATE** :
- 28 August 2026
- NOTE** :
- Applications are strongly advised to complete and attach 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.dpsa.gov.za and detailed Curriculum Vitae when submitting applications on DMPR E-Recruitment System. 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). All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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 29/54</u>	:	<u>MEDICAL INSPECTOR REF NO: 087</u>
		Re-advertisement, candidates who applied previously need not to re-apply.
<u>SALARY</u>	:	R1 317 384 per annum (Level 13), (all-inclusive package)
<u>CENTRE</u>	:	Pretoria/ Head Office
<u>REQUIREMENTS</u>	:	An appropriate MBCHB Degree and a postgraduate qualification in Occupational Medicine (NQF 10). Registered with the HPCSA. Certificate for entry into SMS. Valid driver's license Plus minimum of 5 years senior/middle management level in Occupational Health/ Medicine and work as an OMP in the mines, Knowledge of: Knowledge of Mine Health and Safety Act and other occupational health related prescripts, knowledge of the mining sector in South Africa and internationally, Knowledge of policy development techniques, Knowledge of policy analysis processes, Knowledge of international legislation and local legislation and interface with mines' health regulations, Knowledge of research processes, knowledge of the Occupational Health trends and challenges, Knowledge of the public service legislation Skills: Management of people and finances, Strategic development and implementation, Policy development, Networking skills, presentation and report writing skills, Stakeholder management, Communication skills, Project management skills, General management skills Thinking Demand: Rigorous non-corruption thinking relating in the development and implementation of plans and strategy, Managerial mindset relating to economics, Ability to source or identify sources of credible information from local and international sources.
<u>DUTIES</u>	:	Resolve disputes on findings of medical unfitness of mine employees through the appeals process as provided for in the MHS Act. Collect and analyse statistics gathered from Medical Reports. Coordinate and ensure quality assurance of the process to receive and archive mine closure employee medical records. Participate /make inputs in mine health and safety accidents/ accident investigations (occupational medicine). Liaise/collaborate with relevant compensation houses with aspects related to compensation. Provide specialist advice/ information regarding HIV/AIDS/TB in the mining industry and liaise with the Department of Health and other relevant organisations dealing with TB/HIV. Manage the Directorate.
<u>ENQUIRIES</u>	:	Dr. D Mokoboto Tel No: (012) 444 3373
<u>NOTE</u>	:	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 . All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. The Candidate will have to disclose her/ his financial Interests.
<u>POST 29/55</u>	:	<u>INSPECTOR: OCCUPATIONAL MEDICINE REF NO: 088</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive package)
<u>CENTRE</u>	:	Free State Region, Welkom
<u>REQUIREMENTS</u>	:	An appropriate Bachelor of Nursing Science (B Cur)/ National Diploma, B Tech Occupational Health Nursing (NQF Level 6) registered with South African Nursing Council (SANC), coupled with minimum of 3 years' experience in Occupational Medicine/ Health and valid Driver's License Plus the following competencies Knowledge of: Sound knowledge of both occupational Medical and Nursing discipline, understanding of MHSA & Regulations and directives. Understanding general mining practices and occupational health risks 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, hard working, loyal and conscientious, well experienced in Occupational Health on mines and industry, knowledge of offshore oil exploration and diving industry and sound temperament.
<u>DUTIES</u>	:	Conduct and report on underground, and surface audits and inspections on matters relating to medical surveillance, and other matters relating to occupational medicine and take the necessary enforcement action where

necessary. Ensure the investigation of and reporting of mine related diseases, contraventions and complaints as well as analyse regional 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, EMPS's and township development. Provide inputs to regional reports, revision of medical regulations, guidelines and standards and applications of exemptions, permissions and approvals related to occupational medicine.

ENQUIRIES : Mr S Jivhuho Tel No: (015) 287 4705
NOTE : Indian/ Coloured or white female are encouraged to apply.

POST 29/56 : **ASSISTANT DIRECTOR: MINERAL LAWS AND REMDEC REF NO: 089**

SALARY : R605 740 per annum (Level 10)
CENTRE : Mpumalanga Region, Witbank
REQUIREMENTS : A Bachelor's Degree/BTech Degree/Advanced Diploma in Law or LLB (NQF7) minimum of 3 years experience in the industry Plus, Knowledge of: Basic knowledge of previous minerals legislation\, Basic knowledge of MPRDA, Basic knowledge of administration procedures, Basic knowledge of Departmental policy i.r.o. Mineral Regulation Skills: Ability to write reports, Ability to write submission, Ability to conduct meetings and inspections, Ability to communicate written and oral, Ability to act as mediator between (aggressive) parties Thinking demand: Able to think when exposed to demanding situations, Creative thinker.

DUTIES : Administer the administrative process for each rights or permits application in compliance with the Law. Research potential conflict between prior rights and land usage. Advice in the decision making process. Ensure the arrangement for the payments of royalties and prospecting fees to the state in accordance with the Law. Identify illegal prospecting and mining operations and take appropriate corrective action where required. Ensure/process surface usage applications and evaluate surface utilisation in relation to the exploitation (only where economic development sub directorate has not been established. Provide support to the Regional Mining Development and environmental committee (RMDEC).

ENQUIRIES : Ms N Dlamini at 082 418 9782
NOTE : Indian /Coloured or white male including persons with disability.

POST 29/57 : **ASSISTANT DIRECTOR: BENEFICIATION STRATEGY DEVELOPMENT REF NO: 090**

SALARY : R605 740 per annum (Level 10)
CENTRE : Head Office, Pretoria
REQUIREMENTS : A B Comm (Econometrics) degree (NQF 7), valid driver's licence, 3 years' experience economics/mining / statistics or strategy development, Knowledge of: Understanding of the Mineral and Petroleum Resources Development Act (MPRDA), National Environmental, Knowledge of mineral commodities and the beneficiation sector, Advanced knowledge of government policies applicable to mining and mineral industries Skills: Well-developed skills in strategy development and implementation skills, Experience in strategy and policy development processes, including conducting socio-economic research and environmental scans, Strong problem solving, time management, interpersonal and organisational skills, Well -developed research and presentation skills, Proficient communication including public speaking and, report writing effectively and concisely, Strong analytical capabilities and stakeholder management, Data analysis. Thinking demand: Able to independently identify problems/challenges and take appropriate corrective measures, The ability to analyse complex socio-economic research, global market trends and mineral commodity data of identity strategic opportunities for value addition, developing "out-of-the-box" interventions to bypass " binding constraints.

DUTIES : Conduct research to identify constraints affecting mineral beneficiation and propose solutions. Provide support in the development of policy and strategy interventions to overcome constraints to promote further local processing of mineral commodities. Encourage local processing of mineral commodities through local and international promotional activities. Provide logistical support in planning and executing local and international events.

ENQUIRIES : Mr K Menoe Tel No: (012) 444 3816
NOTE : Indian /Coloured or white male including persons with disability.

<u>POST 29/58</u>	:	<u>COMMUNICATION OFFICER (DIGITAL PLATFORM AND CONTENT DEVELOPMENT REF NO: 091</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Communication / Public Relations / Journalism / Multimedia, (NQF 6) Plus a minimum of 2 years' experience in communication environment, Knowledge of: Knowledge and understanding of DMPR policies, functions, programme and be able to articulate and communicate its mission, vision , values and legislative mandate Skills: Knowledge of layout and design, Knowledge of publications, Knowledge and understanding of DMPR policies, functions, projects etc Government policies, Projects/programs in DMPR, Skills: Communication skills(verbal and written), Management and organisational skills, Computer skills, interpersonal skills, Analytical skills, Organising and Coordination Facilitation and implementation, Well-developed interpersonal relationships at all levels, Creativity and innovation Thinking demand: Problem solving and analysis, Creative / Innovative thinker, Objective, Accurate.
<u>DUTIES</u>	:	Maintain web content on the website and intranet. Provide web content support. Cultivate the department's online profile and administer its digital reputation. Perform the activities pertain to content development.
<u>ENQUIRIES</u>	:	Ms L Ntsoko Tel No: (012) 444 3835
<u>NOTE</u>	:	Indian /Coloured or white male including persons with disability.