

DEPARTMENT OF MINERAL RESOURCES AND ENERGY

- APPLICATIONS** : Email to Recruitment05@dmre.gov.za . 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 Resources and Energy, Private Bag X59, Arcadia, 0007. Alternatively, application may also be hand delivered to Trevenna Campus, corner Meintjies and Francis Baard Street, former Schoeman alternatively to Matimba House Building 192 Visagie Street Corner Paul Kruger & Visagie Street Pretoria. 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 M Palare Tel No: (012) 406 7426/ Ms T Gumede Tel No: (012) 406 7567
- CLOSING DATE** : 30 September 2024
- NOTE** : The Department of Mineral Resources and Energy (DMRE) 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 33/32** : **HEAD OF OFFICE REF NO: 009**
(Office of the Deputy Minister: Mineral and Petroleum Resources)
- SALARY** : R1 216 824 per annum (Level 13), (all-inclusive package)
- REQUIREMENTS** : Relevant degree in politics/ administration (NQF level 7) with minimum of 7 years' experience/knowledge of Ministry operations at middle/senior managerial level Plus the following key competencies: Knowledge of: Ministry Operations, working knowledge of the political and parliamentary processes in

South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio. Knowledge of public service policy and prescripts. Previous exposure to administrative and strategic management functions Skills: Good verbal and written communication skills, Computer Literacy, Proven problem-solving skills, Good Interpersonal liaison skills, Research skills, Project Management skills, Negotiation skills, Financial Management skills. Thinking Demand: Ability to analyse information and form conclusion. Quick decision maker. 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 assessments and technical assessment. The Candidate will have to disclose her/ his financial Interests.

- DUTIES** : Act as the Deputy Minister's principal point of contact with the Department. Address submissions and briefing on major policy and administrative issues referred to the Deputy Minister. Liaise with amongst others the Ministerial Advisor and the Director-General's Office. Compile and manage the office budget and consultation with the Ministry. Accompany the Deputy- Minister on major visit/meeting/events. Manage Projects and programmes assigned to Deputy Minister and execute other duties as and when required by the Deputy Minister. Manage staff in the Office of the Deputy Minister.
- ENQUIRIES** : Ms LM Maluleka Tel No: (012) 406 7421
- APPLICATIONS** : Email to Recruitment05@dmre.gov.za

OTHER POSTS

- POST 33/33** : **COMMUNITY OUTREACH OFFICER REF NO: 010**
Office of the Deputy Minister: Mineral and Petroleum Resources

- SALARY** : R849 702 per annum (Level 11), (all-inclusive package)
- CENTRE** : Head Office
- REQUIREMENTS** : National Diploma in Politics/administration (NQF level 6) with minimum of 3 years' experience in Ministry operations Plus the following key competencies: Knowledge of: Public Service Act. Public Service. Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio. Working knowledge of political and parliamentary processes in South Africa. Skills: Computer Literacy. Communication skills (verbal and written). Creative and Innovation. Interpersonal and Analytical skills Thinking Demand: Logical. Creativity/ innovative thinker. Objective. Accurate. Diplomatic.

- DUTIES** : Engage communities on service of the Portfolio. Reach out to unblock service bottlenecks within the portfolio. Address citizens' complaints on the work of the Portfolio. Facilitate easy access to public.

- ENQUIRIES** : Ms LM Maluleka Tel No: (012) 406 7421

- APPLICATIONS** : Email to Recruitment05@dmre.gov.za

- NOTE** : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

- POST 33/34** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 001**
Office of the Minister: Mineral and Petroleum Resources
Re-advertisement for post no: 30/61 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.

- SALARY** : R849 702 per annum (Level 11), (all-inclusive package)
- CENTRE** : Head Office
- REQUIREMENTS** : National Diploma in Politics/administration or relevant qualification (NQF level 6) with minimum of 3 years relevant experience with Driver's licence PLUS the following key competencies: Knowledge of: Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio. Knowledge of public service policy and prescripts, Mineral and Petroleum Resources sector. Skills: Good verbal and written communication skills, Computer Literacy, problem-solving skills, Good Interpersonal liaison skills, Negotiation skills, Formulating and editing skills. Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making

DUTIES : Manage the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.
ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment01@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 33/35 : **PARLIAMENTARY AND CABINET SUPPORT REF NO: 002**
Office of the Minister: Electricity and Energy
Re-advertisement for post 30/62 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.

SALARY : R849 702 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Politics/administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Ministry Operations, Working knowledge of the political and parliamentary processes in South Africa , Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Electricity and Energy sector. Skills: Good verbal and written communication skills, Computer Literacy, proven problem-solving skills, Good Interpersonal liaison skills, Negotiation skills, Formulating and editing skills. Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment02@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 33/36 : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: 003**
Office of the Minister: Mineral and Petroleum Resources
Re-advertisement for post 30/63 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.

SALARY : R849 702 per annum (Level 11), (all-inclusive package)
CENTRE : Head Office
REQUIREMENTS : National Diploma in Public Administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience in Government and NGO/ CBO sector. Parliamentary an advantage with Driver's licence Plus the following key competencies: Knowledge of: Knowledge of Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Mineral and Petroleum sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison skills Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.

DUTIES : Manage the administrative activities within the office of the executive authority this would inter alia, entail the following, liaise with internal and external role players regarding matters relating to the portfolio of the executive authority the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421
APPLICATIONS : Email to Recruitment03@dmre.gov.za
NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

- POST 33/37** : **ADMINISTRATIVE SUPPORT AND COORDINATION REF NO: 004**
Office of the Minister: Electricity and Energy
Re-advertisement for post 30/64 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum (Level 11), (all-inclusive package)
: Head Office
: National Diploma in Public Administration or relevant qualification (NQF level 6) with minimum of 3 years 'relevant experience in Government and NGO/ CBO sector. Parliamentary an advantage with Driver's licence PLUS the following key competencies: Knowledge of: Knowledge of Ministry Operations, working knowledge of the political and parliamentary processes in South Africa, Broad Knowledge and understanding of the functional areas covered by executive authority's portfolio, Knowledge of Public service policy and prescripts Electricity and Energy sector. Skills: Good verbal and written communication skills, computer literacy, problem solving, interpersonal liaison skills Thinking Demand: Analytical, Creativity, Strategic, Evaluation and Decision Making.
- DUTIES** : Manage the administrative activities within the office of the executive authority this would inter alia, entail the following, liaise with internal and external role-players about matters relating to the portfolio of the executive authority the parliamentary process, Liaise with MPs, councillors and Parliamentary standing Committees, Support Parliamentary study Groups, Liaise with stakeholder.
- ENQUIRIES APPLICATIONS NOTE** : Ms LM Maluleka Tel No: (012) 406 7421
: Email to Recruitment04@dmre.gov.za
: Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.
- POST 33/38** : **FOOD AIDE SERVICE REF NO: 005**
Office of the Minister: Mineral and Petroleum Resources
Re-advertisement for post 30/69 PSVC 30 of 2024, Applicants who previously need not to re-apply.
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum (Level 02)
: Head Office
: ABET 2 (NQF level 1) with no experience Plus the following key competencies: 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS NOTE** : Ms LM Maluleka Tel No: (012) 406 7421
: Email to Recruitment07@dmre.gov.za
: Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.
- POST 33/39** : **FOOD AIDE SERVICES REF NO: 006**
Office of the Deputy Minister: Mineral and Petroleum Resources
Re-advertisement for post 30/70 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.
- SALARY CENTRE REQUIREMENTS** : R131 265 per annum (Level 02)
: Head Office
: ABET 2 (NQF level 1) with no experience PLUS the following key competencies: 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.
- DUTIES** : 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.
- ENQUIRIES** : Ms LM Maluleka Tel No: (012) 406 7421

APPLICATIONS : Email to Recruitment07@dmre.gov.za

NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 33/40 : **FOOD AIDE SERVICES REF NO: 007**
Office of the Minister: Electricity and Energy
Re-advertisement for post 30/71 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.

SALARY : R131 265 per annum (Level 02)

CENTRE : Head Office

REQUIREMENTS : ABET 2 (NQF level 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.

DUTIES : 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.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421

APPLICATIONS : Email to Recruitment08@dmre.gov.za

NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.

POST 33/41 : **FOOD AIDE SERVICES REF NO: 008**
Office of the Deputy Minister: Electricity and Energy
Re-advertisement for post 30/72 PSVC 30 of 2024, Applicants who previously applied need not to re-apply.

SALARY : R131 265 per annum (Level 02)

CENTRE : Head Office

REQUIREMENTS : ABET 2 (NQF level 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.

DUTIES : 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.

ENQUIRIES : Ms LM Maluleka Tel No: (012) 406 7421

APPLICATIONS : Email to Recruitment08@dmre.gov.za

NOTE : Recommendations/Note: Candidates will undergo a practical exercise and integrity assessments.