

## SENIOR INSPECTOR OF MINES: MINE EQUIPMENT (2 POSTS)

Salary: R407 745 per annum (inclusive package) (Level 12) (Ref. 59102/1)

• GAUTENG REGION • NORTH WEST REGION

**Requirements:** The successful candidates must be in possession of a Government Certificate of Competency (Electrical and/or Mechanical), or be registered as a Professional Engineer with experience in gold or coal mining up to supervisory level PLUS the following key competencies: **Knowledge of:** • Mining methods – surface and underground • Inherent hazards in mining • Intimate knowledge of the Mine Health and Safety Act, 1996 • Understanding of the Department's policies aimed at optimal utilisation of mineral resources • Basic knowledge of labour relations and human resources management. **Skills:** • Negotiation • High-level management • Conflict resolution • Planning and organising • Budget control • Problem-solving. **Communication:** Ability to communicate verbally and in writing in such a way that the image and professionalism of the Department is enhanced. **Creativity:** Ability to analyse workload and work-related problems and draft and implement a strategy to ensure an improvement.

**Duties:** • Enforce the Mine Health and Safety Act, 1996 (Act No 29 of 1996) • Conduct inspections and audits (surface and underground) • Conduct inquiries and investigation into accidents and incidents • Make inputs on regional action plans to develop strategies required to monitor mines in respect of legal compliance • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.

**Note:** Appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid Code 08 driver's licence.

**Enquiries:** North West Region: Mr T Ngwenya, tel. (031) 335-9600

Gauteng Region: Mr MN Madubane, tel. (011) 358-9700.

## SENIOR INSPECTOR OF MINES: MINE HEALTH AND SAFETY

Salary: R407 745 per annum (inclusive package) (Level 12) (Ref. 59102/2)

NORTH WEST REGION

**Requirements:** The successful candidate must be in possession of a Mine Manager's Certificate of Competency (Metalliferous and/or Coal), or be registered as a Professional Engineer with experience in coal mining PLUS the following key competencies: **Knowledge of:** • Mining methods – surface and underground • Inherent hazards in mining • Intimate knowledge of the Mine Health and Safety Act • Understanding of the Department's policies aimed at optimal utilisation of mineral resources • Basic knowledge of labour relations and human resources management. **Skills:** • Negotiation • High-level management • Conflict resolution • Planning and organising • Budget control • Problem-solving. **Communication:** Ability to communicate verbally and in writing in such a way that the image and professionalism of the Department is enhanced. **Creativity:** Ability to analyse workload and work-related problems • Ability to draft and implement a strategy to ensure work improvement.

**Duties:** • Enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996) • Conduct inspections and audits (surface and underground) • Conduct inquiries and investigations into accidents and incidents • Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.

**Note:** Appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid Code 08 driver's licence.

**Enquiries:** Mr T Ngwenya, tel. (018) 487-9867.

## INSPECTORS OF MINES: MINE HEALTH AND SAFETY (7 POSTS)

Salary: R344 052 per annum (inclusive package) (Level 11) (Ref. 59102/3)

• NORTH WEST (KLERKSDORP) (2) • GAUTENG (BRAAMFONTEIN) (5)

**Requirements:** A Mine Manager's Certificate of Competency (Metalliferous and/or Coal), or be registered as a Professional Mining Engineer PLUS the following key competencies: **Knowledge of:** • Mine Health and Safety Act • Extensive knowledge of and experience in both underground and surface mining • Understanding of the Department's policies aimed at optimal utilisation of mineral resources • Basic knowledge of labour relations and human resources management. **Skills:** • High-level management • Risk assessment techniques • Conflict resolution • Negotiation • Planning and organising • Budget control • Computer literacy. **Communication:** Ability to communicate verbally and in writing in such a way that the image and professionalism of the Department is enhanced.

**Duties:** • Enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996) • Conduct inspections and audits • Conduct inquiries and investigation into accidents and incidents • Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.

**Note:** Candidates without the required certificate of competency will be considered at a lower level as follows: National Higher Diploma/B Tech degree in Metalliferous or Coal Mining, Salary level 10 (R217 482 per annum). These appointments will be subject to a pre-medical examination of fitness. Candidates must be in possession of a valid Code 08 driver's licence.

**Enquiries:** Gauteng: Mr M Madubane, tel. (011) 358-9700

North West: Mr ET Ngwenya, tel. (018) 487-9867.

## INSPECTORS OF MINES: OCCUPATIONAL HYGIENE

Salary: R344 052 per annum (inclusive package) (Level 11) (Ref. 59102/4)

FREE STATE (WELKOM)

**Requirements:** A Mine Environmental Control Certificate, coupled with extensive relevant experience in Mine Environmental Control, physical fitness in order to work underground in adverse environmental conditions PLUS the following key competencies: **Knowledge of:** • Intimate knowledge of Occupational Hygiene activities and procedures • Basic research • Knowledge of office procedures • Intimate knowledge of Mine Health and Safety Act and Regulations • Risk management and proficiency in use • Human Resource and Labour Relations Act. **Skills:** • Report-writing and formulation • Communication • Ability to identify real problems on accident investigation. **Communication:** Good communication (written - reports and letters and verbal). **Creativity:** Ability to analyse workload and work-related problems, draft and implement a strategy to ensure an improvement.

**Duties:** • Monitor compliance with the provisions of the Mine Health and Safety Act (Act No 29 of 1996) • Conduct inspections and audits (surface and underground) • Conduct inquiries and investigations into accidents and incidents or any occurrence practice or condition compromising health and safety at mines • Make inputs to develop strategies required to monitor mines in respect of legal compliance • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in the tripartite structures and develop strategies towards the promotion of tripartism in the mining industry • Manage information systems, support and develop a transformation process within the Regional Office • Investigate and enquire on accidents and Occupational Hygiene problems and ensure remedial measures are instituted.

**Note:** Appointment will be subject to a pre-medical examination of fitness and candidates must be in possession of a valid Code 08 driver's licence.

**Enquiries:** Mr J Bezuidenhout, tel. (057) 391-1300.

## INSPECTORS OF MINES: MINE EQUIPMENT (18 POSTS)

Salary: R344 052 per annum (inclusive package) (Level 11) (Ref. 59102/5)

• NORTH WEST (KLERKSDORP) (6) • FREE STATE (WELKOM) (4) • GAUTENG (BRAAMFONTEIN) (8)

**Requirements:** Applicants must be in possession of a Government Certificate of Competency in Electrical and/or Mechanical Engineering with appropriate experience in the industry, or the person must be a Professional Engineer (Electrical or Mechanical) PLUS the following key competencies: **Knowledge of:** • Mine Health and Safety Act • Extensive knowledge of mine equipment used on all types of mines, surface and underground • Winders, boilers, elevators and chairlifts • Basic knowledge of labour relations and human resources. **Communication:** Ability to communicate verbally and in writing at all levels, to mine officials and public on the Mine Health and Safety Act as well as matters regarding types of mine equipment used in the mining industry, exemptions, permissions and proposed legislation. **Creativity:** Ability to analyse workload and work-related problems and draft and implement a strategy to ensure an improvement.

**Duties:** • Enforce adherence to the Mine Health and Safety Act, 1996 (Act No 29 of 1996) • Conduct inspections and audits • Conduct inquiries and investigations into accidents and incidents • Give inputs on regional action plans to develop strategies required to monitor legal compliance by mines • Give support and assistance in the promotion of health and safety in the mining industry • Play a role in the formulation of health and safety legislation, guidelines and various regulatory mechanisms • Participate in tripartite structures and develop strategies towards the promotion of tripartism within the mining industry • Manage information systems • Support and develop a transformation process within the regional office.

**Note:** Candidates without the required certificate of competency will be considered at a lower level as follows: National Higher Diploma/B Tech degree in Electrical or Mechanical Engineering, Salary level 10 (R217 482 per annum). These appointments will be subject to a pre-medical examination of fitness. Candidates must be in possession of a valid Code 08 driver's licence.

**Enquiries:** North West: Mr T Ngwenya, tel. (018) 487-9867

Free State: Mr J Bezuidenhout, tel. (057) 391-1300

Gauteng: Mr M Madubane, tel. (011) 358-9700.

## ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS MANAGEMENT

Salary: R217 482 per annum (Level 10) (Ref. 59102/6)

HEAD OFFICE (PRETORIA)

**Requirements:** A relevant B degree/National Diploma in Labour Relations, with 3 years' relevant experience and a valid South African driver's licence, PLUS the following key competencies: **Knowledge of:** • All applicable prescripts • Departmental policies • The PSA, PSR and PFMA • PSCBC resolutions. **Skills:** • Facilitation and presentation • Investigation • Negotiation • Policy development • Conflict resolution. **Communication:** • Verbal and written skills • The ability to handle any related correspondence. **Creativity:** • Innovative ideas in dispute presentation • The ability to handle or relate to people • The ability to work under pressure.

**Duties:** • Handle grievance and misconduct cases, in line with relevant regulations • Co-ordinate and facilitate departmental bargaining chamber and multilateral meetings • Represent the Department at dispute resolution fora (conciliation and arbitration) • Handle incapacity investigations of poor work performance and ill health in line with the applicable PSCBC resolutions and policies and Procedures of Incapacity Leave and Ill health Retirement (PILIR) • Conduct and review training manuals on employment relations management-related issues • Supervise staff development.

**Enquiries:** Mr TA Segele, tel. (012) 317-8091.

## ASSISTANT DIRECTOR: VETTING

Salary: R217 482 per annum (Level 10) (Ref. 59102/7)

HEAD OFFICE (PRETORIA)

**Requirements:** A B degree or equivalent in Social Sciences or related areas, with vetting experience, a valid driver's licence and completed short courses in Analysis and Conflict Management PLUS the following key competencies: **Skills:** • Listening • Interviewing • Problem-solving and analysis • Decision-making • Team leadership • Analytical • Self-management • Customer focus and responsiveness • Creativity • Communication • Computer literacy • Delegation • Development of subordinates • Planning, organising and execution • The ability to manage conflict • Diplomacy • Language proficiency • Insight • Report writing • Supervisory.

**Duties:** • Undertake vetting fieldwork investigations • Gather relevant information • Properly analyse and check the quality of information • Compile and submit reports to Management and the NIA on all vetting files and reports completed on a regular basis • Undertake vetting investigations at secret and top secret levels • Provide input for the development and implementation of policies, guidelines, norms and standards in vetting investigations • Analyse, research and evaluate all vetting-related information • Assist in the development, implementation and maintenance of investigation operating procedures • Provide advice and guidance on the interpretation and application of legislation, policies and procedures • Ensure an effective communication channel and systems amongst the Department, National Intelligence Agency (NIA) and other related agencies are established • Regularly liaise with the NIA, SAPS, SASS, Defence, Home Affairs and other critical stakeholders for advice and assistance and to obtain additional information • Establish and promote relationships with external stakeholders, including credit information providers, to access information • Manage files related to vetting projects • Participate in project and task teams dealing with a variety of subject areas • Manage files and completed reports by ensuring quality control is carried out and systems are effective and efficient • Report on all allocated work and supervise vetting field officers.

**Enquiries:** Mr MD Matseke, tel. (012) 317-8632.

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## ENERGY OFFICER (DATA QUALITY AND INTEGRITY)

Salary: R174 243 per annum (Level 9) (Ref. 59102/8)

HEAD OFFICE (PRETORIA)

**Requirements:** A three-year degree or equivalent qualification preferably in Statistics and/or Information Technology, Econometrics, Engineering, Economics, Mathematics plus relevant experience preferably within the energy sector PLUS the following key competencies: **Knowledge of:** • Energy sector, economics, energy policy and legislation • Data quality and management principles, policy and legislative aspects • Data integrity methods and profiling tools and techniques • Database management, query tools and languages • Data collection tools and techniques • Database models and sampling techniques. **Skills:** • Time management and work planning • Analytical, including statistical analysis and interpretation • Advanced computer • Statistical analysis tools. **Communication:** • Verbal and written communication skills • Report formulation, writing and presentation skills • Interpersonal skills • Ability to work independently and as part of a team. **Creativity:** • Ability to analyse data and draw conclusions • Technical mindset and attention to detail • Ability to source or identify sources of credible data or information from local and international sources • Ability to work under pressure and deliver tasks on time and willingness to learn • Integrity and attention to detail.

**Duties:** • Conduct research on methods and procedures for obtaining, analysing and interpreting required data • Ensure effectiveness of data collection, policies, product or service and advise on the suitability alternative courses of action • Collect, collate, store and retrieve data • Test the validity of data collected and ensure the integrity and the quality of the data • Interact with local and international governmental and non-governmental institutions on energy-related matters.

**Note:** The job might require local and international travel. The candidate must be prepared to undergo a practical test. Candidates who applied previously need not re-apply as their applications will still be considered.

**Enquiries:** Mr J Subramoney, tel. (012) 317-8662.

RE-ADVERTISEMENT

## ENERGY OFFICERS (PUBLICATIONS) (2 POSTS)

Salary: R174 243 per annum (Level 9) (Ref. 59102/9)

HEAD OFFICE (PRETORIA)

**Requirements:** A three-year degree or equivalent qualification, preferably in Modelling, Mathematics, Statistics, Economics, Engineering and Publications, plus relevant experience, preferably within the energy sector PLUS the following key competencies: **Knowledge of:** • Energy sector, economics, energy policy and legislation • Compilation of publications and publication processes • Knowledge, analysis and interpretation of statistics and data and sampling techniques • Data decision-making and analysis • Data collection tools and techniques • Publishing • Energy Information Sources (journals and publications). **Skills:** • Advanced computer • Time management and work planning • Analytical, including statistical analysis and interpretation • Organising, co-ordination and administrative. **Communication:** • Verbal and written communication skills • Report formulation, writing and presentation skills • Interpersonal skills • Ability to work independently and as part of a team • Ability to work under pressure and deliver tasks on time and willingness to learn. **Creativity:** • Ability to analyse information and form conclusions • Technical mindset relating to economics and modelling • Up-to-date with relevant modelling and statistical tools, techniques and methodologies • Ability to source or identify sources of credible data/information from local and international sources • Integrity and attention to detail.

**Duties:** • Evaluate, analyse and interpret information in order to compile energy information to be published and disseminated • Interact with local and international governmental and non-governmental institutions on energy-related matters • Publish energy data, statistics and other reports through the different required media • Convert and interpret data and model output into meaningful and value added information • Manage subscriptions and process payments.

**Note:** The job will require local and international travel. The candidate must be prepared to undergo a practical test. Candidates who applied previously need not re-apply as their applications will still be considered.

**Enquiries:** Mr J Subramoney, tel. (012) 317-8662.

**The Department of Minerals and Energy is an equal opportunity, affirmative action employer.**

In addition to the mentioned salary, the remuneration package includes competitive benefits regarding a homeowner's allowance, medical aid, pension fund and 13th cheque. The persons appointed will be subjected to a security clearance.

Applications should be made on form Z83, obtainable from any Public Service department and accompanied by a comprehensive CV and certified copies of qualifications, as well as Identification Document. Application forms should be signed and dated. If this is not done, applications will be disqualified. Confirmation of final appointment will be subject to a positive security clearance.

**Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement, to: The Director-General, Department: Minerals and Energy, Private Bag X59, Pretoria 0001, for attention: Mr H Marakalala/Ms Lethole.**

**ALL APPLICATIONS MUST BE SENT TO THE ADDRESS PROVIDED ABOVE AND NOT TO THE SPECIFIC REGION(S).**

**Please note:** It is each applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the Department with the evaluation results. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. Short-listed candidates will be contacted within three weeks of the closing date mentioned. Applicants who have not been contacted during this period, may regard their applications as unsuccessful.

**Closing date:** 24 July 2009.

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Department:  
Minerals and Energy  
REPUBLIC OF SOUTH AFRICA

Minerals and Energy  
for Development  
and Prosperity