

## DEPARTMENT OF MINERAL RESOURCES AND ENERGY

**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 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 012 406 7426/ Ms T Gumede 012 406 7567

**CLOSING DATE**  
**NOTE**

: 11 October 2024

: 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. N.B: 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.

## OTHER POSTS

**POST 35/44** : **REGISTRY CLERK REF NO: 009**  
Office of the Minister: Mineral and Petroleum Resources

**SALARY** : R216 417.per annum (Level 05)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Grade 12 certificate (NQF level 4) with no experience Plus the following key competencies: Knowledge of understanding of the National Archives Act and Regulations. Understanding of the working of the Ministry. Understanding of the working of a fax machine, photocopier. Skills: Communication skills, Computer

skills, Managing the registry. Organising skills. Thinking Demand: Problem solving. Decision making. Planning. Innovation.

**DUTIES** : Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/ services providers. Receive, record, screen all incoming submissions before forwarding it to the Minister and for distribution. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

**ENQUIRIES** : Ms LM Maluleka Tel No: (012) 406 7421  
**APPLICATIONS** : Email to [Recruitment09@dmre.gov.za](mailto:Recruitment09@dmre.gov.za)  
**NOTE** : Candidates will undergo a practical exercise and integrity assessment.

**POST 35/45** : **REGISTRY CLERK REF: 010**  
Office of the Minister: Electricity and Energy

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Grade 12 certificate (NQF level 4) with no experience Plus the following key competencies: Knowledge of Understanding of the National Archives Act and Regulations. Understanding of the working of the Ministry. Understanding of the working of a fax machine, photocopier. Skills: Communication skills, Computer skills, Managing the registry. Organising skills. Thinking Demand: Problem solving. Decision making. Planning. Innovation.

**DUTIES** : Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/ services providers. Receive, record, screen all incoming submissions before forwarding it to the Minister and for distribution. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

**ENQUIRIES** : Ms. LM Maluleka Tel No: (012) 406 7421  
**APPLICATIONS** : Email to [Recruitment10@dmre.gov.za](mailto:Recruitment10@dmre.gov.za)  
**NOTE** : Candidates will undergo a practical exercise and integrity assessment.

**POST 35/46** : **REGISTRY CLERK REF NO: 011**  
Office of the Deputy Minister: Electricity and Energy

**SALARY** : R216 417 per annum (Level 05)  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Grade 12 certificate (NQF level 4) with no experience Plus the following key competencies: Knowledge of Understanding of the National Archives Act and Regulations. Understanding of the working of the Ministry. Understanding of the working of a fax machine, photocopier. Skills: Communication skills, Computer skills, Managing the registry. Organising skills. Thinking Demand: Problem solving. Decision making. Planning. Innovation.

**DUTIES** : Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/ services providers. Receive, record, screen all incoming submissions before forwarding it to the Minister and for distribution. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

**ENQUIRIES** : Ms. LM Maluleka Tel No: (012) 406 7421  
**APPLICATIONS** : Email to [Recruitment11@dmre.gov.za](mailto:Recruitment11@dmre.gov.za)  
**NOTE** : Candidates will undergo a practical exercise and integrity assessment.