

Ministry of Energy and Energy Industries (MEEI)

Job Description

Job Title: Minerals Resource Officer (MRO)

Reports To: Senior Geologist/Director of Minerals

DISTINGUISHING FEATURES OF WORK:

The Mineral Resources Officer (MRO) is required to interact and advise quarry operators, government stakeholders, local communities and members of the public to develop and promote the exploration and development of the quarry resources. Work responsibilities include, but are not limited to ensuring regulatory compliance, conducting field based surveys, evaluating quarry projects and conducting research. The officer will be required to develop relationships through effective communication with industry stakeholders in a regulatory capacity.

EXAMPLES OF WORK:

- Conduct monitoring of mining and processing operations to ensure regulatory compliance. Conduct routine fieldwork and prepare field reports.
- Conduct surveys using various field equipment provided, and prepare reports accordingly. In the case of geological surveys, officer would be required to conduct fieldwork.
- Provide geological interpretation and prepare geological maps to inform economic analyses/appraisals.
- Managing the licensing and regularization of quarry operations by liaising with applicants and advising through informing of guidelines and outstanding requirements.
- Conduct enforcement exercises as needed to terminate illegal mining and illegal mining related activities.
- Attend Court in relation to matters related to Enforcement Exercises, where applicable.

- Review and advise on Mine Design Plans, Environmental Impact Assessments, Environmental Management Plans and Quarry Site Rehabilitation Plans to ensure regulatory compliance.
- Liaise with internal and external stakeholders and clients involved with the Ministry of Energy and Energy Industries, ensuring efficiency of the Minerals Division.
- Conduct research on technologies and systems for projects and programmes which facilitates in effective regulation of the minerals industry.
- Advise operators on proper mining, safety and environmental practices in keeping with existing laws.
- Preparation of technical field reports.
- To liaise with all stakeholders and clients involved with the Ministry of Energy and Energy Industries, ensuring efficiency of the Division. One should be able to foster and represent the Ministry's interests and objectives.

REOUired KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, issues, techniques, terminology and practices of the Natural and Earth Sciences, especially those related to quarrying.
- Knowledge of various mining and mineral exploration/processing methods.
- Knowledge of field equipment usage and operation.
- Knowledge of the Minerals Act, 2000 (Act No. 61 of 2000) and its regulations and other applicable environmental legislation.
- Knowledge of relevant policies and guidelines governing the quarrying.
- Demonstration of leadership skills with the ability to communicate effectively both verbally and in writing and possess excellent presentation skills.
- Must be computer literate: knowledge of MS Office.
- Ability to be creative, assertive, confident and think innovatively.
- Must have a demonstrated ability to evaluate and analyse project data, research independently and in teams, and prepare clear, concise reports.
- Ability to foster effective working relationships with public officials, private sector management and the general public.

MINIMUM EXPERIENCE AND TRAINING:

- Applicants should be graduates from a recognized university with a Bachelor's Degree in the Natural/ Earth Sciences that would include Geology, Geosciences, Environmental Science, Geography, Geomatics or any related science.
- Three (3) Years minimum experience related to the extractive industries in relation to environmental or minerals resource management.
- Any equivalent training or experience would be considered.