



Petroleum Agency SA

South African Agency for Promotion of Petroleum Exploration and Exploitation SOC Ltd.
Registration No. 1999/015715/07

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VACANCY – LICENSING APPLICATIONS OFFICER

Petroleum Agency SA is South Africa's licensing agency which promotes exploration for natural oil and gas resources, monitors exploration and production activities, archives all relevant data and maintains a national database for the upstream petroleum industry.

An opportunity has arisen for a **Licensing Applications Officer** in the Regulation Division. This position reports directly to the General Manager: Regulation and the incumbent will be responsible for the following:

Key responsibilities:

- Receive and register applications for permits and rights;
- Screen lodged applications for compliance with the Mineral and Petroleum Resources Development Act, 2002;
- Generate application fee's invoice;
- Develop and maintain the Application Database;
- Render application administration services.

The successful candidate will have the following skills, knowledge, experience and qualifications:

- Diploma in Administration
- At least two years related experience
- Knowledge of MS Office (Excel and MS Word), National Archives Records System (NARS)
- Knowledge of the Mineral Resources and Petroleum Development Act (MRPDA)

Preference will be given to previously disadvantaged individuals.

Send your comprehensive CV with a covering letter to:

Bahaa Ebrahim: Human Resources
Email: ebrahimb@petroleumagencyrsa.com
Closing date: 20th January 2012

Directors: T Ramontja (Chairperson)

R Nkambule N Qata T Ramuedzisi *M R Xiphu (*Executive)

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