

Communications Officer (Three-year Fixed Term Contract)

Job Purpose

Translate and implement PASA's Communication Strategy and Plan into relevant strategic messages, develop and distribute content, and oversee all internal and external communications for the organisation. The role supports brand positioning, stakeholder engagement, and reputation management through effective communication channels and platforms.

Key Performance Areas

The Key Performance Areas, amongst others, include:

- Implement internal and external communication strategy and provide guidance for all internal/external communication projects and interventions, ensuring alignment with organisational objectives and stakeholder expectations.
- Develop the operational plan and calendar with defined interventions, activities, and campaigns for external and internal communication, and manage implementation accordingly, including coordination with cross-functional teams.
- Monitor, track, and evaluate the impact of implemented campaigns and interventions against defined measures, budgets and deadlines, using analytics and feedback to inform future planning.
- Identify opportunities to improve communications by reviewing campaigns and interventions, benchmarking best practices, and making recommendations for enhancement.
- Provide media support services by coordinating media functions, drafting press releases and articles for publication, and managing media relations to ensure accurate and positive coverage.
- Develop and distribute crisis communication plans and protocols, ensuring readiness and alignment with risk management and business continuity strategies.
- Prepare press releases, press kits, newsletters, marketing materials, and detailed media reports, ensuring consistency in messaging and brand voice across all platforms.
- Provide expert editing services by reviewing and translating technical documents.
- Manage PASA's digital presence, including website content updates, social media platforms, and online campaigns, ensuring timely and engaging communication.
- Support stakeholder engagement initiatives by developing communication materials for events, presentations, and outreach programmes.

Qualifications / Experience

Bachelor's degree in Communications / Journalism / Public Relations, and a post graduate qualification in the same/ related disciplines will be advantageous.

- Experience: Five (5) years' related experience, of which three (3) years should be in internal communications.
- 7 years' Communications experience, of which at least 3 should be in internal communications will be advantageous.
- Prerequisite Skills: Proven track record in Content Management (Both Traditional and Digital)
- Professional Requirements: Registration with the Association for Communication & Advertising (ACA)
- Expert Knowledge / Experience: Content development, enabling multi-pronged communication strategies and making recommendations on internal and external communications.
- Core Competencies Required: Communication Skills, Critical and Analytical Thinking, Stakeholder Relations, Report Writing, Planning and Organising, Teamwork, Problem Solving and Decision Making, Ethical Conduct, and Integrity.

Please forward your CV and covering letter to:

Recruit.CommsOfficer@petroleumagencysa.com

E&P Data Engineer (Three-year Fixed Term Contract)

Job Purpose

Design, develop, and maintain a database for PASA that can be utilised for the storage, management, and conversion of raw data into usable information that is valid, consistent, and accessible to all stakeholders.

Key Performance Areas

The Key Performance Areas, amongst others, include:

- Design and implement robust data platform architecture to support scalable and secure E&P data workflows.
- Build and maintain scalable back-end systems and data pipelines for E&P datasets to support analytics and operational decision-making
- Design and implement data pipelines to support efficient, scalable and repeatable data management workflows.
- Collaborate with stakeholders to translate business data needs into scalable technical requirements.
- Manage data collection and integration processes while ensuring data reliability, accuracy and quality.
- Identify and promote the use of new data sources to drive enhanced insights and improve decision making.

Qualifications / Experience

Qualifications: Bachelor's degree in Computer Science, Data Science, Operations Research, Statistics, Applied Mathematics, or a related quantitative field.

An Honours degree would be advantageous.

Experience: Eight (8) years' experience in a related field. More than eight (8) years' experience would be advantageous.

Technical Requirements: •Hands-on experience with ETL (Extract, Transform and Load) tools

- Hands-on experience with SQL database design and programming languages (e.g., Java and Python)

Expert Knowledge / Experience: Strong understanding of data management principles, data analysis, data models, data mining, and segmentation strategies/ techniques, ideally within the context of E&P workflows

- Familiar with geology concepts and Petroleum Data Management practices
 - Experience with Business Intelligence tools and data technologies
 - Experience with Machine Learning Frameworks and Libraries
- Core Competencies Required: Analytical thinking, Report Writing, Project Management, Planning and Organising, Teamwork, Problem Solving and Decision Making, Monitoring and Control.

Please forward your CV and covering letter to:

Recruit.EPDataEngineer@petroleumagencysa.com

Legal Advisor (Three-year Fixed Term Contract)

Job Purpose

Provide legal advisory and support services to the Agency, ensuring compliance with applicable legislation, regulatory frameworks, and governance standards, while proactively managing legal risks and enabling the Agency to achieve its strategic objectives within the bounds of the law.

Key Performance Areas

The Key Performance Areas, amongst others, include:

- Provide legal advice on complex, high-value, and high-risk matters ensuring decision-making is underpinned by sound legal analysis, and safeguard alignment with statutory, constitutional, and governance frameworks.
- Support the oversight of the Agency's legal risk framework, manage external counsel engagements where required, review legal submissions, and implement proactive measures to anticipate, mitigate, and manage potential legal disputes.
- Interpret and apply legal frameworks impacting the upstream oil and gas sector, develop and update internal policies and procedures to ensure compliance with evolving legislation and jurisprudence, and provide strategic foresight on regulatory reforms with potential material impact on the Agency's mandate.
- Design and implement frameworks, templates, and knowledge resources to support consistent legal compliance across the Agency, build internal capacity to anticipate and manage risks, and provide mentorship to staff.

Qualifications / Experience

Qualifications: LLB Degree. An LLM would be advantageous.

Experience: Eight (8) years post-qualification experience, preferably gained within a corporate environment, regulatory or public sector environment of which at least four (4) years were spent as a Legal Advisor / Legal Practitioner.

- Exposure to the upstream oil and gas sector or the broader energy and natural resources industry will be considered advantageous.

- Professional Requirements: Admission as an Attorney or Advocate of the High Court of South Africa is a prerequisite.
- Expert Knowledge / Experience: Proven track record in legal risk management, including litigation management and contract governance
- Core Competencies Required: Critical and Analytical thinking, Stakeholder Relations, Report Writing, Planning and Organising, Teamwork, Problem Solving and Decision Making, Ethical Conduct and Integrity.

Please forward your CV and covering letter to:

Recruit.LegalAdvisor@petroleumagencysa.com

Socio Economic Development Analyst (Three-year Fixed Term Contract)

Job Purpose

Identify and coordinate the delivery of Corporate Social Investment initiatives, maintain supporting documentation and ensure value assurance for stakeholders. This role also ensures that Operators fulfil their social responsibilities and commitment in host communities through skills development, strategic partnership, and the upliftment of previously disadvantaged individuals and communities as per the approved Social and Labour Plan.

Key Performance Areas

The Key Performance Areas, amongst others, include:

- Evaluate Social, Labour and Empowerment Plans submitted with applications for production rights to ensure alignment with regulatory and development objectives.
- Prepare Records of decisions and compliance reports to monitor compliance with set regulations.
- Track and monitor compliance to approved Social, Labour and Empowerment Plans to ensure ongoing regulatory compliance and developmental impact.
- Conduct compliance inspections and audits and compile detailed reports to document findings and ensure compliance to regulatory standards.
- Facilitate effective stakeholder engagement to foster collaboration and support CSI and regulatory objectives.
- Monitor and evaluate Social Labour Plans and enhance administrative systems and controls to improve service delivery.
- Conduct socio-economic impact studies on applications for production rights to evaluate potential benefits and negative impact to affected communities.
- Conduct economic modelling to assess the financial viability and projected impact of all production rights applications.
- Provide inputs and comments on draft legislation and policy to support regulatory development and alignment with strategic objectives.

Qualifications / Experience

Qualifications: B.Degree in Development Studies/ Development Economics or Finance or BCom Law or a related field. A post graduate degree would be advantageous.

- Experience: Eight (8) years' experience in a regulatory environment with Social and Labour Plans (SLPs); Black Economic Empowerment (BEE) or Transformation; Socio-Economic Development, experience in economic modelling is an added advantage.
- Technical Requirements: Extensive knowledge of MPRDA Regulations, Social and Labour Guidelines and Mining Charter
- Expert Knowledge / Experience: Monitoring and evaluating Social and Labour Plans and interpreting and applying BEE requirements
- Core Competencies Required: Analytical Thinking, Stakeholder Relations, Report Writing, Project Management, Planning and Organising, Teamwork, Problem Solving and Decision Making, Monitoring and Evaluation.

Please forward your CV and covering letter to:

Recruit.SocioEconDev@petroleumagencysa.com

Preference will be given to candidates from designated groups in terms of national labour legislation.

Only shortlisted candidates will be contacted for interviews.

If you do not hear from us within 4 weeks of the closing date, please consider your application unsuccessful.

The deadline for applications is **Friday, 24 October 2025 at 16h30**. Late applications will not be considered.

