

DEPARTMENT OF TRADE AND INDUSTRY

CLOSING DATE : 22 January 2010
APPLICATIONS : To apply for the above position, please go to <http://www.thedti.gov.za> and click on the Careers at the DTI button. Should you experience any problems in submitting your application, please follow the Support link on the Careers site or contact the Recruitment Office on 012 394 1809 for an alternative application method.

OTHER POSTS

POST 02/31 : **SENIOR STATE ACCOUNTANT: BUDGET REF. GSSSD/MAN ACC 008**

SALARY : R161 970 per annum excluding benefits
REQUIREMENTS : Three years relevant qualification in Finance 1-3 years budget or relevant experience Knowledge of public service budget process An ability to work accurately under pressure and to meet deadlines Good planning and reporting skills Good organizational skills Attention to details Proven working experience of Excel, Ms Word and BAS systems Ability to work independently Proven report writing skills

DUTIES : Management of sub-ordinates Capturing and balancing the budget and changes thereto on the computerized financial system Maintaining a schedule of changes to the budget. Perform analytical analysis on the budgets and expenditure. Compiling of Medium Term Expenditure Frame, Roll-overs, Adjustment Estimates and Estimates on National Expenditure Compile submission to National Treasury on issues relating to budget approvals Ad hoc duties within the office of Chief Financial Officer as and when requested by management Provide inputs on directorate budget submissions and management reports Manage and maintain current budget Manage Office of the CFO Help Desk Maintain Help Desk Statistics, and compile management reports on a monthly basis.

POST 02/32 : **SECURITY ADMINISTRATION OFFICER REF: GSSSD/SECURITY 003**
 Directorate: Accommodation Management Services

SALARY : R130 425 per annum excluding benefits
REQUIREMENTS : Grade 12 certificate or equivalent qualification. A Diploma in Security Management will be an added advantage. Experience in a security management in a government environment and direct experience in the following fields of security: Physical and Information security, access control, key control, office security, security investigations and contingency planning. Knowledge of the MISS, Government Sector Security and other applicable legislation, regulations and directives. Good leadership and managerial skills. Ability to communicate effectively on all levels, report writing and presentation skills. Planning, organizational skills, relationship and conflict management skills. Ability to detect, analytical thinking, sound decision making and motivation skills. Good computer literacy, organization and office management skills. Basic public finance, budgeting and procurement skills.

DUTIES : The successful candidate will be required to perform the following duties: Manage and maintain the appropriate security measures/ procedures in line with the dti security and related policies. Conduct physical security appraisals of the dti Campus. Implement the minimum physical security standards in all offices of the dti. Manage and maintain security contracts and service providers. Develop and ensure the implementation of key and access control systems. Conduct risk assessments and review security counter measures. Investigate and report security breaches and complete regular inspections of all security systems. Supervise and develop staff and ensure continuous liaison with other security agencies.