

DEPARTMENT OF TRADE AND INDUSTRY

- APPLICATIONS** : Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the "Careers" link to submit online application. Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.
- CLOSING DATE** : 26 February 2018
- NOTE** : Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents or <http://www.thedti.gov.za/careers> and must be accompanied by a comprehensive CV. Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. the dti is committed to the pursuit of diversity and redress. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after this date will not be considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. the dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

- POST 07/35** : **CHIEF DIRECTOR: EXPORT PROMOTION & MARKETING REF NO: TISA/EP & DEV 001**
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R1 127 334 per annum, Level 14
: Pretoria
: Mandatory requirements: An Undergraduate Qualification (NQF 7) in Business Management / Investment/ Finance/ Economics / Marketing. 5 years' relevant Senior Managerial experience in the private or public sector in the Industry/ Marketing / Finance or Export Promotion and Development environment. Key requirements: Knowledge of the relevant economic sectors as defined by the NDP, IPAP, Intergrated National Export Strategy, New Growth Path and Nine Point Plan. Strategic leadership skills. Knowledge of International Trade Policy. Policy development skills. Export promotion skills. Project Management skills.
- DUTIES** : Develop and implement the Integrated National Export Strategy, the Diversification Strategy and the Regional Strategy. Prioritise and position South African companies in accordance with South Africa's Market Diversification Strategy. Monitoring and implementation of a well-defined Services Strategy for export opportunities. Develop and integrate marketing programmes through the dti's global Foreign Office networks. Engage with local and foreign private sector companies within industry at executive levels and manage internal and external stakeholders. Effectively manage the financial and human resources in the business unit. Direct the development of programmes for the potential and emerging exports identified as export ready. Monitoring and Evaluation of implementation plans in the Chief Directorate.
- NOTE** : Employment_Equity: In terms of the dti's EE requirements, female candidates as well as people with disabilities will be given preference
- POST 07/36** : **DIRECTOR: PERFORMANCE AND IT AUDITING REF NO: ODG/AUDIT 022**
- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R948 174. per annum, Level 13
: Pretoria
: Mandatory requirements: B Compt; B.com; BSC (Computer Science); B.com (Business Information Systems). At least 5 years' middle management experience in managing performance and /or IT audits. Key requirements: CIA, CISA; CGEIT

		designations or studying towards CIA or CISA and further studies in Performance and IT Auditing will be an added advantage. Experience in drafting performance and/or IT audit reports. Experience in using Teammate.
<u>DUTIES</u>	:	Oversee the analysis, scope, budget and work schedule allocation of performance audits per the Internal Audit Coverage Plan. Review and approve the planned audit scope, work schedule allocation and budgets of IT audits per the Internal Audit Coverage Plan. Develop a business plan relating to performance and IT audits as well as a budget in line with strategic reporting guidelines. Prepare an Internal Audit Coverage Plan, based on risk assessment, previous Performance and IT Audits Results. Review draft IT and performance audit reports (enough evidence to support findings). Review of IT & Performance Audit Methodologies every 2 years. Approve / Not approve (As part of the Steering Committee) the focus area and criteria from the Steering Committee – in relation to performance audits in particular performance audit methodology. Review (2nd level reviewing) the work plan, audit execution and work papers on a regular basis. Review the factual correctness of the IT and Performance Audit findings reports (Review on Teammate, IT Audit, and work papers). Finalise the Audit reports and cover letters, and ensures that exit meetings with clients have taken place before the report is signed off. Submit the report with management comments to the Director-General. Ensure that a client satisfaction survey is completed for each audit. Provide guidance to the AC Members on IA Processes, procedures and latest developments. Manage the MPAT audit process for the dti. Co-Ordinate, develop and compile the AC Self-Assessment. Attend meetings and advise on internal control management matters. Manage the consultants / clients relationships for all IT and Performance audits. Prepare and Review audit pack documentation relating to Performance and IT Audits. Perform secretarial functions for the pre-audit committee meetings. Present audit reports during the audit – committee meetings. On the job training of subordinates. Teammate training. ACL, use of CAATS in IT
<u>NOTE</u>	:	In terms of the dti's EE requirements, African candidates, Coloured and Indian Male candidates and persons with disabilities are preferred
<u>POST 07/37</u>	:	<u>DIRECTOR: ACCOMMODATION MANAGEMENT SERVICES REF NO: GSSSD/AMS 002.1</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive salary package of R948 174. per annum, Level 13
	:	Pretoria
	:	Mandatory requirements: A three year qualification (NQF level 7) in Facility Management, Construction, Engineering or similar field. A minimum of 5 years' middle / senior management experience in facility management field Key requirements: Knowledge of and experience in OHSA, Disaster Management Act, National Environmental Management Act, PPP Concepts, Contract Management, Project Management (registered), quantity surveying, risk management (insurance and transfer), space planning. Sound knowledge of, inter alia, the PFMA, Public Service Act, ISO 9000, ISO 14000 and ISO 18000 series. Results-driven with a deeply felt commitment to customer service delivery and innovation. Due to nature of the work (oversight over the dti security vetting unit), the appointment of the ideal candidate will be subject to successful security clearance and the candidate must have no criminal record.
<u>DUTIES</u>	:	Advise on policies and procedures regarding Accommodation Management (AMS) to management; space optimisation strategies, facility maintenance oversight, service offerings by the concessionaire party, utility usage optimisation (energy, water, waste and recycling), leases to regional offices and fit-out and liaison with DPW Service level agreement management (customer focus) and contract management of the public private partnership (the dti campus), partnership management - including resolving of disputes, compliance, risk transfer and value for money in alignment with NTR and PPP agreement, lease agreements for regional offices. Determine the strategies of and manage the AMS Unit in line with PPP agreement, ISO standards. Customer liaison and management (the dti agencies occupying space on campus). Legal compliance to OHSA, DMA, NEMA, Council By-laws, Minimum Information Security Standards (MISS). 3rd party revenue facility of campus (revenue optimisation, retail function). Project management, construction/QS oversight on variation orders/construction activities

on campus or in regional offices. Campus and regional office physical security (oversight/actual, investigations and protection of assets), information security management (security vetting, NIA, MISS compliance facilitation and enforcement) and insurance claims.

NOTE

: In terms of the dti's EE requirements preference will be given to African, Coloured and Indian candidates as well as people with disabilities.