

## 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.
- CLOSING DATE** : 11 May 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](http://www.gov.za/documents) or <http://www.thedti.gov.za/careers> and must be accompanied by a comprehensive CV. 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). 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.

## OTHER POSTS

- POST 17/41** : **DEPUTY DIRECTOR: FORENSIC SPECIALIST REF NO: ODG/AUDIT 025**  
Overview: To execute forensic auditing within the dti
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R657 558 per annum, Level 11  
Pretoria  
Mandatory requirements: A three-year National Diploma/B Degree in an Internal Auditing/Performance Auditing/IT Auditing/ Commerce/LLB. 3 - 5 year's relevant managerial experience in auditing / forensic audit environment. Key requirements: Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations, Prevention and Combating of Activities Act (PRECCA), Protected Disclosure Act and Promotion of Access to Information Act (PAIA). Business knowledge of the dti. Strategic Capability & Leadership. People Management & Empowerment. Time Management and Negotiation skills. Customer care skills. Communication skills (Verbal & Written). Interview skills.
- DUTIES** : Prepare the Internal Audit operational plan and coverage plan. Review the allegation report and conduct case assessment to verify if preliminary investigation is warranted or not. Prepare a preliminary engagement letter for approval. Finalise and issue the approved engagement letter and forensic investigation plan for noting to the clients. Assist with the forensic planning for the follow-up audit through forensic Audit Matrixes. Conduct and manage the forensic investigation case projects allocated according to the deliverables and timelines defined on the approved Forensic Investigation Project plan. Conduct adequate review to ensure that evidence exist to support findings and conclusion of forensic audit work on Teammate when completed by Forensic Auditors/ Assistant Director (i.e. work papers and supporting documentation). Manage the consultants / client relationships for the allocated forensic audits during the execution phase and reporting phase. Manage National Anti-Corruption Hotline (NACH) register and prepare monthly feedback/progress report to Public Service Commission. Draft and review draft forensic report and setup meeting with relevant project section to discuss the report. Conduct quality assessment on forensic project files. Finalise the audit reports and cover

letters, and ensure that exit meetings are held with clients prior to final report being signed off and issued. Submit a report with management comments to the relevant stakeholders. Prepare and review the audit committee packs documentation relating to forensic audits for submission to the Audit Committee and Risk Management Committee members. Report on the progress and deliverables of Forensic Investigation annual case register projects allocated to the incumbent on a monthly basis to the Director. Manage the implementation of recommendations on the Forensic Investigation reports by performing quarterly progress follow-up. Monitor financial resources and assets of the Unit. Provide inputs into the strategic planning of the unit and execution of operational plans. Compile reports of the sub-directorate. Manage sub-ordinates performance and logistical resources allocated to this position on an on-going basis in line with the Departmental prescripts. Manage and identify relevant training for subordinates. Prepare quarterly progress report of the unit.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

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

**POST 17/42** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: ODG/CFO 017**  
 Overview: To execute internal controls whereby the control requirements in respect of financial and supply chain management are addressed, being preventative controls, corrective actions and by ensuring policy adherence.

**SALARY** : Commencing salary of R334 545 per annum, Level 09  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Mandatory requirements: A three-year National Diploma or Degree in Financial Management. 3-5 years' relevant experience in an Internal Control environment. Key requirements: Experience in financial reporting. Knowledge of Financial Prescripts [Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines), Supply Chain Management Framework, ICT Procurement, Government Financial Systems (LOGIS, BAS and PERSAL) and processes, MS Office packages Skills: Communication skills (both written and verbal), Interpersonal skills, report writing skills, Problem solving skills, accounting and analytical skills Personal attributes: Ability to communicate at all levels, Assertiveness, Team player, People and client orientated, Trustworthy, Leadership, integrity.

**DUTIES** : Identify potential compliance vulnerability and risk in finance and supply chain management environment. Compile reports on specific financial control processes and reporting requirements. Assess the effectiveness of internal controls on finance and supply chain systems to identify control weaknesses. Handle investigations of all reported cases of financial exceptions and other SCM and Finance projects. Provide inputs into the review and update SCM Standard Operating Procedure Manual, Delegations document and Policy for the Department. Develop an effective compliance training program for all employees and managers. Monitor and evaluate the performance of the compliance program and related activities. Coordinate the audit between the Department and AGSA. Provide support to Divisions in implementing and monitoring compliance with Finance and Supply Chain Management prescripts. Perform ad hoc responsibilities as and when required.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

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