

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** : 18 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 or <http://www.thedti.gov.za/careers>. 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 18/61** : **CHIEF DIRECTOR: MARKET RESEARCH AND TREND ANALYSIS REF NO: CCRD/RESEARCH 001**
 Overview: To provide strategic direction in the management, development coordination and monitoring and implementation of research surveys and trend analysis in Consumer Corporate Regulation Division.
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R1 127 334 per annum, Level 14
 : Pretoria
 : Mandatory requirements: An Undergraduate Qualification (NQF 7) in Social Science / Economics/ Management Science. 5 years relevant Senior Managerial experience in Research in private or public sector. B/EB Drivers licence. Key requirements: Experience in Economic analysis and market research, research writing and report analysis, research methodology, market analysis and statistical analysis. Corporate governance: ethics, risk, fraud prevention and control. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of legislative and regulatory framework. Strategic planning skills, people management skills, financial management skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills. Project management and Computer literacy (MS Office packages).
- DUTIES** : Oversee the development and management of research policies and trends analyses in CCRD: Provide oversight role on the development and management of research policies in CCRD. Provide strategic direction in management of research programmes for the Division. Provide guidance in research best practice and provide recommendation. Ensure that impact assessment and benchmarks are conducted in line with the policies and regulations that are produced in CCRD. Manage research trend analysis methodologies and systems. Provide strategic direction for the division and ensure effective research, analyses and knowledge management: Manage and direct the development and implementation strategies, policies, protocol, norms and standards. Put the mechanism in place to monitor and produce trends analysis reports. Provide strategic directions on research on policies that are developed in CCRD. Direct the allocation of resources for programmes deliverables and monitor all aspects. Monitor all research activities within CCRD: Monitor the development of guidelines methods and techniques to

be used when conducting the research. Ensure monitoring of research conducted based on the guidelines. Manage the analyses of the identified gaps for further analyses. Provide executive summary on the recommendation of the research. Ensure effective promotion of knowledge management within the CCRD: Provide access to, and advise on, information to the CCRD. Guide the process of turning tacit and explicit knowledge into institutional knowledge. Ensure effective monitoring and review of knowledge management practice. Monitor effective management on the research conduct: Ensure effective analysis conduct on the sectorial problems as emerged. Manage and analyse the impact of all the programmes of the CCRD on the economy. Conduct the research on the impact of the economy. Conduct a report on the findings thereof. Review and evaluate practices, norms and standards: Continuously review the effectiveness of the research practices, norms and standards. Assess the implementation of the present norms and standards. Put in place the mechanism for corrections. Produce trend analysis report. Chief Directorate Management: Oversee the management of financial resource and assets of the unit. Oversee the staff/personnel. Oversee the strategic planning of the unit and execution of the operational plan.

- 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 male, White male and Indian male candidates.

OTHER POST

- POST 18/62** : **DEPUTY DIRECTOR: STAKEHOLDER MANAGEMENT REF NO: ODG/SM 006**
 Overview: To provide guidelines in support of the development of the strategic direction (Policies, strategies, regulations, bills, amendment bills etc.) of the dti that relates to its impact on stakeholders, and in support of the Office of the Director-General's strategic plan.

- SALARY CENTRE REQUIREMENTS** :
- : All-inclusive remuneration package of R779 295 per annum, Level 12
 - : Pretoria
 - : Mandatory requirements: A three-year National Diploma/B Degree in Economics and/ or Public Business/Administration. 3-5 years' relevant managerial experience in an Economics / Public Business/Administration environment. Key requirements: Experience in research & policy analysis. Experience in stakeholder management. Knowledge of Regulatory Framework. Strategic Capability and Leadership. Business knowledge of the dti. Excellent writing (submissions, briefing memo's, reports etc.) skills. Strong language manipulation & negotiation skills. Understanding of South African political economy referencing trade & industrial policy. Customer Service & stakeholder relations including NEDLAC. Coordinate inter Government & stakeholder relations e.g. MinMEC's. Presentation Skills. Planning & Service delivery innovation. Self-starter to work independently under tight schedules on flexible hours. Financial and people Management. Corporate governance. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations.

- DUTIES** :
- : Provide inputs into the business plan of the Economic Research and Policy Coordination: Provide inputs into aligning ERPC programmes for the financial year based on an overall ODG/the dti strategy as well as the Stakeholder Management Unit own strategic deliverables. Develop and coordinate economic policy dialogues for the dti: Develop, recommend and deliver policy dialogue topics related to the "real economy". Present and convince ERPC on topic viability and agree on topics. Research and create dialogue briefs and engage keynote speakers on expectations relating to agreed topics. Develop a draft memorandum for DG's approval. Deliver the Policy Dialogue. Follow up on the "to-do" list as an outcome of the dialogue after the report has been approved. Provide information that may potentially impact on the strategic policy direction of economic policies after engagement with CD and Chief Economist. Initiate research with Research Management Unit into the development of strategic policy issues as a result of outcomes from economic policy dialogues. Develop draft policy development framework and provide support for marketing the framework to the dti: Research and create a policy development framework for the dti. Develop draft presentation

of content of framework for presentation to the dti. Coordinate and provide support for presentation to the dti divisional ExCo's and organise for the framework to be posted on the dti intranet. Provide support to divisions relating to the implementation of the framework as and when required. Stakeholder Management: Provide support into the coordination of Government Departments participating at the Trade and Industry Chamber (TIC). Coordinate and participate in TIC task team and produce content for secretariat to develop report. Provide support to the Technical Sectoral Liaison Committee (TESELICO) and Fund for Research into Development & Gender Equality (FRIDGE). Coordinate the implementation of the dti actions from the MinMec. Devise through negotiations with Labour and Business the content of all the NEDLAC Trade and Industry Chamber (TIC) documents. Quality assure report content whether is the true reflection of outcomes of negotiations. Establish and maintain partnerships which enhance opportunities for development of the South African economy. Liaise with stakeholders on the provision of inputs timeously to ensure Parliamentary process is adhered to. Draft report on NEDLAC for ERPC tabling at ExBO. Provide support in engagements and stakeholder relations affecting the dti in its external initiatives. Sub-directorate Management: Manage financial resource and assets of the unit. Manage the strategic planning of the unit and execution of the operational plan. Develop and Coordinate the Industry Forum: Deliver Industry Forum session. Compile Industry Forum report. Develop and facilitate action plan. Coordinate implementation of the action plan. Review the TOR for the Industry Forum.

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 Coloured, Indian and White candidates as well as people with disabilities.