

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** : 01 June 2018
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.
- 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 the closing 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 20/55** : **CHIEF DIRECTOR: PRIMARY MINERAL PROCESSING & CONSTRUCTION REF NO: IDD/PMP&C 001**
Overview: To provide strategic leadership and management to the Primary Minerals Processing & Construction Chief Directorate within the Industrial Development Policy Development Division.
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R1 127 334 per annum, Level 14
Pretoria
Mandatory requirements: An Undergraduate Qualification (NQF Level 7) in Economics / Mining Engineering / Commerce.5 years' relevant Senior Managerial experience in Mining Engineering / Construction Industry / Policy Development in Mining and/or Construction in the public or private sector. Key requirements: Experience in Policy Formulation and Implementation. Knowledge and understanding of PPPF Act, Public Service Regulation, PFMA, IPAP and a beneficiation strategy for the Minerals Industry of South Africa. Strategic Capability and Leadership Research. Financial management skills. People Management and Empowerment. Planning and organising. Client Orientation and Customer Focus. Change Management skills. Communication (Verbal and Written). Relationship Management. Analytical and Thinking skills. Project Management skills. Problem solving skills.
- DUTIES** : Oversee strategic planning for the chief directorate. Direct, manage and establish the chief directorate into a highly effective Primary Minerals Processing & Construction unit. Design and implement strategies and actions plans in the sectors incorporated in the industrial Policy Action Plan. Provide overall direction to promote Primary Minerals Processing & Construction policies, process and procedures. Provide guidance to develop and manage systems, policies and procedures to ensure effective and efficient growth of Primary Minerals Processing & Construction. Provide well informed and fact Based technical advice to the DDG, DG, DM's and Minister on issues related to Primary Minerals Processing and Construction. Establish and maintain strategic partnerships with local and international institutions in the area of Primary Minerals Processing & Construction. Oversee research programme of Primary Minerals Processing & Construction. Prioritise the research work of the Chief Directorate to ensure that research support the unit in identifying growth areas for clusters of sector. Ensure compliance with PFMA requirements at all times. Ensure that budget submissions and reports are submitted within the specified timeliness. Ensure effective performance management in line with HR guidelines. Manage, train and develop staff in accordance with Personal Development Plans and Divisional Training and Development plans.

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

POST 20/56 : **DIRECTOR: ENVIRONMENT AND ENERGY EFFICIENCY REF NO: IDD/GREEN IND 016**

Overview: To lead & manage policies and programmes to align Industrial Policy and Environmental objectives as part of the sector programmes for Green Industries Chief Directorate.

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package of R948 174 per annum, Level 13
: Pretoria

Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics, Business Administration or Public management. 5 years' relevant experience at a middle/senior managerial level in the Green Economy sector / public sector. Key requirements: Experience in Policy Formulation and Implementation. Project Management. Strategic Capability and Leadership Research. Financial Management. People Management and Empowerment. Planning and organising. Client Orientation and Customer Focus. Change Management. Communication (Verbal and excellent writing skills). Relationship Management. Stakeholder management. Analytical and Thinking skills. Problem solving skills.

DUTIES : Lead the process of aligning Industrial Policy with the Environmental objectives of government. Manage and direct the Industrial Policy Action Plan process relating to the development and implementation of key action programmes to align industrial policy and environmental objectives. Engage in continual policy advocacy and co-ordination in the Green Economy. Manage the strategic planning for the directorate. Develop the strategic focus and policy direction for the directorate. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Manage stakeholders, including other Government departments and tiers of government, organized business and labour. Work closely with other units within the dti and other departments to develop and align industrial policy and environmental objectives. Establish contact and set up information sharing session with other units in the dti. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Represent the department in all forums and focus groups addressing Environment and Energy Efficiency challenges. Provide analysis of the industrial value chains in order to align Industrial policy and Environment objectives. Consolidate all research findings to formulate policies, procedures and strategies in line with the Industrial Policy Action Plan. Continuously review policies and methodologies and benchmark against international best practice. Manage consultants appointed to conduct studies. Provide support with the implementation of programmes. Manage expenditure of the Directorate. Manage, train and develop staff in accordance with Personal Development Plans and Divisional Training and Development plans. Manage the strategic planning of the unit and execution of the operational plan. Monitor implementation of sector development interventions. Develop and monitor implementation of corrective action to facilitate the implementation of the interventions. Provide the necessary support to complete the interventions. Provide leadership in identifying and developing new sub sectors in the Green Economy.

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

OTHER POSTS

POST 20/57 : **DEPUTY DIRECTOR: DIVISIONAL FINANCIAL ADVISOR REF NO: TISA/OPERATIONS 028**

Overview: To provide financial support services to TISA Division.

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package of R 779,295.00 per annum, Level 12
: Pretoria

Mandatory requirements: A three-year National Diploma / Bachelor's Degree in Business/Public Administration, Financial Accounting and / or equivalent qualification. 3 - 5 year's relevant managerial experience in Public/Private Sector in the finance environment. Key requirements: Experience in financial reporting. Experience in budget management. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of supply chain management processes. Be proficient in MS Office software packages. Project management skills.

<u>DUTIES</u>	:	Monitor and ensure compliance with the PFMA and financial procedures. Oversee financial reporting and control. Ensure budget and cash flow management. Ensure provision of management information. Oversee budget allocations and budget control. Be responsible for supply chain management. Oversee expenditure control. Prepare monthly expenditure report. Submit monthly report on variance to expenditure.
<u>NOTE</u>	:	In terms of the dti's EE requirements, preference will be given to African and Coloured female candidates as well as candidates with disabilities.
<u>POST 20/58</u>	:	<u>DEPUTY DIRECTOR: ENFORCEMENT REF NO: CCRD/NLA 002</u> Overview: To manage the conducting of inspections, investigations and ensure complaints resolutions
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive remuneration package of R657 558 per annum, Level 11 Pretoria Mandatory requirements: A three - year National Diploma/ B. Degree in Law/ Economics. 3 - 5 years' relevant managerial experience in an enforcement environment in the private/public sector. Key requirements: Experience in conducting inspections and investigations. Experience in policy and strategy development. Experience in monitoring and evaluation. Experience in stakeholder management. Knowledge of Public Service Regulation, Public Service Act, National Liquor Act and Public Finance Management Act. People management skills. Change Management skills. Communication skills (Verbal and Written). Analytical and Thinking skills. Problem solving skills. Computer Literacy (MS Office packages). Project Management skills. Experience in Strategic Planning, Financial Management and Planning and Organising.
<u>DUTIES</u>	:	Develop and review strategies, policies and procedures: Develop and review enforcement policies procedures. Provide support in management of the enforcement processes. Provide support in the implementation of policies and strategies. Conducting the investigations: Manage the conducting of inspections on registrant. Manage the conducting of investigation on non-compliance with the Act. Manage the investigations of complaints and resolution of cases. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Conduct annual reviews with regards enforcement interventions and prepare reports. Monitor compliance with the condition of registration. Stakeholder Management: Liaise with internal and external stakeholders on matters relating to compliance with the National Liquor Act. Participate in identification of stakeholders needs. Create and maintain stakeholder's database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Build and maintain relationship with stakeholders, including other Government departments and tiers of government, organized business and labour. Effective management and participation in the unit: Effective internal administration of the directorate such filing of all documents, maintenance of records and procurement and expenditure and reporting requirements. Effective participation in preparing of budgets and business plans.
<u>NOTE</u>	:	In terms of the dti's EE requirements, preference will be given to Coloured and White candidates, Indian Males as well as candidates with disabilities.
<u>POST 20/59</u>	:	<u>ASSISTANT DIRECTOR: ADMINISTRATION REF NO: SEZET/COO 006</u> Overview: To provide administrative service to Division: SEZ & ET
<u>SALARY CENTRE REQUIREMENTS</u>	:	Commencing salary of R334 545 per annum, excluding benefits, Level 09 Pretoria Mandatory requirements: A three-year National Diploma/ Degree in Business/Public Administration/ Human Resource Management. 3-5 years' relevant experience in Administration. Key requirements: Sound knowledge and understanding Finance related policies. Knowledge and understanding Public Service Regulations, Public Service Act, Treasury Regulations and PFMA. Knowledge of Performance Management systems. Report writing skills. Communication skills (verbal and written). Planning and organising skills. Ability to deal with confidential information. Be proficient in MS Office software packages.
<u>DUTIES</u>	:	Coordination of EXCO, strategic sessions and other Executive meeting of the division. Keeping and maintaining of records and minutes to ensure follow up actions and easy access. PFMA Compliance: ensure compliance to Delegations of powers; Treasury Regulations; departmental policies and general control requirements. Response handling in respect of relevant audit findings and enquiries. Supply Chain Management: assistance with the procurement of goods and services,

administration of stores; orders; tenders; assets; and certification of invoices. Expenditure Control: confirmation of the availability of funds. Administration of payments: control over the accuracy of expenditure allocations; assistance with the administration of S & T claims; transfer payments; and petty cash. Administration of revenue and debt administration of revenue collection, cell phone and telephone debt recovery. Customer Relations Management: response handling in terms of related enquiries of CFO Help Desk and general enquiries. Coordination and support in respect of divisional support meetings. Management Information: Financial management information support to divisional managers. Administers and maintains knowledge management systems, including a central filing and document management system. Monitors deviations from targets/milestones as well as deadlines. Supports the conducting periodic review of the effectiveness of key business processes and build an interactive relationship with all Programme managers. Coordinate inputs and maintain the Divisional Risk Register. Coordinate the divisions space requirements and represent the division in the facilities committee.

NOTE

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