

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** : 13 July 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 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 26/82** : **DIRECTOR: GREEN INDUSTRIES 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 the Industrial Development Division
- 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 or equivalent qualification. 5 years' relevant experience at a middle/senior managerial level in the Green Economy sector in the public or private sector. Key requirements: Experience in Policy Formulation and Implementation. Experience in Project Management, Financial Management, Stakeholder management and, Research and Analysis. A sound knowledge and understanding of Public Service Regulation, Preferential Procurement Policy Framework Act, Public Service Regulations, Public Finance Management Act, Industrial Policy Action Plan, National Water Act, National Environmental Management Act, Waste Act and National Energy Act. Strategic Capability and Leadership Research. People Management and Empowerment skills. Planning and organising skills. Client Orientation and Customer Focus. Change Management. Communication (Verbal and excellent writing skills). Relationship Management. Analytical and Thinking skills. Problem Solving skills.
- DUTIES** : 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 Environment and Energy Efficiency sector stakeholders, including other Government departments and tiers of government, organized business and labour. Work closely with other units within the dti and other departments involved in the Environment and Energy Efficiency sector to develop a supportive policy environment to implement the key action programmes. 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 value chain in the Environment and Energy Efficiency sub-sector. Consolidate all research findings to formulate Environment and Energy Efficiency 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 sub sectors in the Environment and Energy Efficiency sector that have a potential to grow.

- 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 African and Coloured candidates as well as people with disabilities.

OTHER POSTS

POST 26/83 : **DEPUTY DIRECTOR: QUALITY OF WORK LIFE REF NO: GSSSD/OD & T 004**

Overview: To develop, review, monitor and manage the implementation of strategies on the Employee Assistance Programme, Quality of Work Life, HIV/AIDS and TB, STI's and Health and Productivity Management.

- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R826 053 per annum, Level 12
: Pretoria

Mandatory requirements: A three-year National Diploma/B Degree in Social Science. 3 – 5 years' relevant managerial experience in the Employee Assistance Programme, Quality of Work Life, HIV/AIDS and TB, STI's and Health and Productivity Management. Key requirements: Knowledge and experience in Occupational Health services. Knowledge and experience in development, management and implementation of Quality of Work Life programmes, health and productivity management programmes and HIV/AIDS, TB and STI programmes. Knowledge and experience in stakeholder management. Knowledge and experience in health and wellness policies. Knowledge and experience in health and wellness reporting. Knowledge and experience in project management. Proficient in MS Office packages. People Management.

- DUTIES** : Develop, manage and implement the Employee Assistance and Wellness programme strategy and standards. Manage the psycho-social counselling services. Manage the health promotion programme. Management of Employee Health and Wellness programme communication strategy and structures. Develop and manage Quality of Work Life programmes. Develop and manage the Sport and Recreation programmes. Monitor and evaluate the implementation of wellness interventions. Manage the Employee Health and Wellness calendar events and projects. Develop Departmental action plans and manage the implementation programmes for health and productivity management. Create awareness of health and productivity management programme. Promote and maintain the general and occupational health of employees through education, prevention, intervention, awareness and risk assessment. Improve the quality of health management in the work place. Manage lifestyle diseases and health risk of employees (formal non-communicable and communicable diseases management programme). Monitor and evaluate the implementation of health and productivity management action plans and programmes. Develop strategy and manage departmental action plans on HIV/AIDS programme. Manage the implementation of prevention programmes to reduce the rate of HIV, TB and STI incidence. Promote awareness on treatment, care and support to infected and affected employees. Manage the Peer Education programme. Monitor and evaluate the implementation of HIV/AIDS, TB and STI management programmes. Manage the dti Employee Health and Wellness Committee. Represent the Department at relevant forums. Manage research and conduct trend analysis. Report on programmes on a monthly, quarterly, bi-annual and annual basis. Manage the statistical database regarding health and wellness projects.

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

<u>NOTE</u>	:	In terms of the dti's EE requirements, preference will be given to African female and White male candidates as well as people with disabilities.
<u>POST 26/84</u>	:	<u>DEPUTY DIRECTOR: TRANSVERSAL, MANAGEMENT AND LEADERSHIP PROGRAMMES REF NO: GSSSD/LC 006</u> Overview: To manage training and development of employees regarding transversal competencies and to manage the implementation of Induction (Departmental and CIP) as well as management development.
<u>SALARY CENTRE REQUIREMENTS</u>	:	All-inclusive remuneration package of R697 011 per annum, Level 11 Pretoria Mandatory requirements: A three-year National Diploma / B Degree in Human Resource Development/Management and/or Social Science. 3-5 years' relevant managerial experience in delivery of Transversal, Management and Leadership training programmes. Key requirements: Experience in Human Resource Development and Training. Facilitation and Presentation skills. People Management, Interpersonal Skills, Communication skills (Verbal & Written), Planning and organising, Coaching and Mentoring, and Contract Management. Project Management and Analytical skills. Financial management. Knowledge and understanding of Learning Development Principles and Methodologies. Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Skills Development Act, HRD Strategy in the public sector and Skills Levy Act. Proficient in MS Office packages. Valid driver's licence.
<u>DUTIES</u>	:	Manage the delivery of Transversal, Management and Leadership programmes. Ensure procurement of service providers for the delivery of transversal programmes. Ensure the development and customisation of training content for relevant transversal and management development programmes. Manage the delivery of Departmental Induction Programme and Compulsory Induction Programme. Manage the bursary, scholarship and scholarship programmes. Monitor that research and benchmarking is conducted and establish current best practices in terms of these programmes. Ensure implementation of the coaching and mentoring framework. Manage employee performance and capacity development in line with the dti's Performance Management Policies and Procedures. Implement the approved business plan for the sub-directorate. Manage the Transversal, Management and Leadership unit. Consolidate sub-directorate reports for all programmes. Prepare budget and monitor expenditure to ensure spend is compliant and remains in line with budget parameters. Ensure compliance with administrative controls over funds, to preclude fraud or mismanagement of funds within budget. Travel and work overtime as and when required.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.
<u>NOTE</u>	:	In terms of the dti's EE requirements, preference will be given to African female and White male candidates as well as people with disabilities.