

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** : 20 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 27/31** : **DIRECTOR: LEGAL SUPPORT & ENFORCEMENT REF NO: CRD/NLA 018**
Overview: To provide leadership and management to liquor industries.
- SALARY** : All-inclusive remuneration package of R948 174 per annum, Level 13
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: An undergraduate qualification (NQF Level 7) in Law / Economics. 5 years' experience at a middle/senior managerial level in the private or public sector in a Law / Economics environment. Key requirements: Experience in policy development and implementation. Experience in monitoring compliance and enforcement. Experience in stakeholder management, project management, financial management, people management and change management. Knowledge of Public Service Regulation, Public Service Act and PFMA. Strategic capability and leadership skills. EB driver's licence.
- DUTIES** : Manage the process of developing and implementing legal services and enforcement policies and strategies. Reduce regulatory compliance costs by improving the regulation of the liquor industry. Provision of legal services and litigation support to the NLA. Manage the consolidation of recommendation for the amendment of the Liquor Regulations. Compliant resolutions – Development of the compliant regulations procedure and turnaround times. Ensure that compliant resolutions are analyzed and allocated to inspectors. Stakeholder management – Create platforms for continuous engagements with key stakeholders, including divisions within the dti, other government departments and tiers of government, key SOEs, organized business and labour. Represent the department in all forums and focus groups addressing the sector challenges. Monitoring compliance and enforcement – Manage the review of policies and methodologies and benchmark against international best practices. Provide support with the implementation of programmes. Direct and management of the directorate – Manage strategic planning for the directorate, including budgets and human resource. Provide directorate's inputs for the MTSF, MTEF and Budget Adjustment Estimates. Provide inputs into IPAP reporting structures, departmental reporting structures (including ENE reporting, Annual reports and MTSF).
- 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 and White candidates as well as African and Indian male candidates. Please note that this is a re-advertisement and people who applied before may apply.

OTHER POSTS

POST 27/32 : **DEPUTY DIRECTOR: COMPETITIVENESS INVESTMENT CLUSTER (CIC) REF NO: IDAD/M & E 006**

Overview: To plan, implement and manage incentives monitoring and evaluation frameworks. To provide thought leadership on the qualitative and quantitative aspects of the monitoring and evaluation framework and to ensure that useful results are delivered and presented so that incentives can be improved to achieve the intended impact.

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 Economics and/or Financial studies, or equivalent qualification. 3-5 years' relevant managerial experience in areas of investment, development finance and monitoring and evaluation. Key requirements: Experience in quantitative modelling and research, and monitoring & evaluation. Experience in monitoring and evaluation report writing. Experience in research and data analysis. Experience in Project management and Stakeholder management. Presentation skills and Analytical skills. Communication skills (Verbal and written). Coaching skills. Proficient in Ms Packages.

DUTIES : Research and Analysis: Develop Indicators for incentive programmes in MCI. Develop Performance Monitoring Plans for incentive programmes in MCI. Compile and analyse monthly, quarterly and annual data of incentive programmes in MCI. Compile and produce monthly, quarterly and annual monitoring reports for incentive programmes in MCI. Conduct macro-economic simulations and analysis of the impact of incentive programmes in MCI. Conduct cost benefit analysis of incentive programmes in MCI. Develop study proposals for monitoring and evaluation studies. Develop Terms of Reference for monitoring and evaluation studies and facilitate the procurement process thereof. Lead and manage all projects including evaluation studies outsourced to consultants and reports thereof. Lead and manage monitoring site visits. Stakeholder Management: Prepare briefing documents/memos in response to ad-hoc queries from Parliament, Portfolio Committee on Trade and Industry and any other Stakeholders. Develop and maintain credible and reliable database for incentive performance for stakeholders when it's requested. Initiate and maintain the working relations between key stakeholders including incentive administration. Ensures that database for stakeholders is regularly updated and maintained. Coordinate all administrative functions of the unit: Provide inputs on divisional budget and operational plans and reports thereof. Compile progress reports on a monthly basis on the projects with regard to timelines and budgets. Provide inputs into the strategic direction of the unit and other departmental documents. Provide guidance and supervision to Assistant Directors in the cluster.

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

POST 27/33 : **ASSISTANT DIRECTOR: ICT PROCUREMENT & SUPPLIER MANAGEMENT REF NO: GSSSD/CIO 005**

Overview: To provide procurement services, ICT asset management, and supplier management within the Office of the Chief Information Officer.

SALARY CENTRE REQUIREMENTS : Commencing salary of R356 289 per annum, excluding benefits, Level 09
: Pretoria
: Mandatory requirements: A three - year National Diploma / B Degree in Business Management and/or Financial Management. 3-5 years' relevant experience in

Financial Management, and/or ICT environment within the public or private sector. Key requirements Experience in IT administration, Supplier management and Procurement. Experience in ICT procurement. Experience in BAS and LOGIS. Programme and Project Management, Change management, Risk management and Stakeholder management. Knowledge of Public Service Regulations, PFMA, Public Service Act and Treasury Regulations. Communication skills (Written and verbal), Problem solving skills and Report writing skills. Service delivery innovation. Client orientation and customer focus.

DUTIES

: Procurement of goods and services (Adherence and Compliance): Ensure compliance to Delegation of Powers. Ensure compliance to Treasury Regulations and the dti Policies. Ensure compliance to general control requirements. Provide advisory services to OCIO officials. Provide ad-hoc advice in terms of PFMA, PPPFA and Procurement policies compliance. Ensure compliance to SITA policies on ICT services. Supply Chain Management (ICT Procurement management): Facilitation of procurement of goods and services. Assist with obtaining of quotations (RFQ process). Verify and compile Request for Quotation (RFQ) packs -Ensure compliance to PFMA and SCM policy. Administration of Orders (OCIO packs). Request memo's capturing. Administration of Tenders / specifications: Verify terms of reference (ToR), request for proposal (RFP), specifications document and request for information (RFI). Assist with supplier selection and price schedules. Tender adjudications. ICT Procurement: Asset Management: Consolidate the dti's IT equipment requirement plan. Implement a centralized bulk purchasing strategy. Liaise with IT Asset Manager regarding deliveries and distribution of assets to clients. Tracing, counting and verification of assets, e.g. computer equipment. Request, verify, consolidate and update ICT forecasts. Spot-checks on assets and reporting thereon. ICT Procurement: Supplier Management: Verify received ICT applications from units. Submission of correct ICT applications to the ICT Manager. Monitor, compile and register ICT applications. Monitor submitted ICT applications with business units and SCM. Administration of Orders (ICT equipment). Monitor and ensure adherence to ICT policy on purchasing of computer equipment. Monitor and follow up with service providers on prescribed price lists on SITA portal. Monitor and update the ICT application form quarterly. Ensure compliance to procurement ordering process. Reporting: Commitments reporting. Ensure relevant register is updated and monitored for the ToR, RFP, specifications document and RFI documents. ICT equipment reporting. Submission reporting. Ensure registers are updated. Customer relationship: Response handling on enquiries from internal and external clients. Ensure response handling and follow up actions. Attendance of meetings with clients – internal and external.

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