

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** : 03 August 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).

OTHER POSTS

- POST 29/39** : **DEPUTY DIRECTOR: NON-PROLIFERATION REF NO: ITED/TECH SERV 002**
Overview: To provide technical support in the implementation of South Africa's obligations in terms of the non-proliferation conventions, treaties and regimes.
- 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 Engineering (Electrical or Mechanical) /Science with majors in Physics and/or Chemistry and/or Biology. 3 - 5 years' relevant managerial experience in a non-proliferation environment in the public/private sector. Key requirements: Experience in research and analysis. Experience in Scientific Analysis. Experience in project management, stakeholder management, financial management and people management and empowerment. Knowledge of International Protocols. Problem solving skills, planning and organising skills, knowledge and information management skills. Communication skills (verbal and written). Knowledge and understanding of Preferential Procurement Policy Framework Act, Public Service Act, Public Service Regulations, PFMA, Non-Proliferation of Weapons of Mass Destruction Act and Regulation, Hazardous Substances Act.
- DUTIES** : Stakeholder Management: Liaise , consult and network with appropriate and relevant stakeholders in non-proliferation issues, including the National Prosecuting Authority, SSA (Domestic), DI, DIRCO, DoE, SARS and SAPS. Manage the collaboration with SARS. Participate in all forums of the department and focus on addressing Non-Proliferation challenges. Participate in identification of stakeholder needs. Create and maintain a stakeholder 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 other international colleagues. Research and Analysis: Conduct research, undertake technical analysis on issues related to areas of control and present these reports to the relevant working committee. This person performs seasoned systematic scientific analysis. Conduct local industry analysis which will enhance the non-proliferation objectives. Participation in international meetings related to the non-proliferation conventions, treaties and regimes and technical evaluation of working papers and other documentation: Participate in international conferences, working groups and other meetings related to the non-proliferation obligations. Review and

evaluate technical documentation related to the non-proliferation obligations as received through the international organisations and provide technical evaluation and interpretation, where necessary. Conduct research on issues under consideration - ongoing research to support South African positions at these meetings. The issues cover a wide scope of technologies that requires seasoned systematic scientific analysis. Coordinate the SARS/NPS Activities: Perform secretarial tasks for the SARS/NPS Coordinating Committee. Formulate technical training curriculum and arrange training sessions as well as related logistics. Sub-Directorate Management: Conduct performance management within the directorate. Manage training and development of staff. Provide inputs into the annual business plans, MTEF, MTSF as well as virement participation. Provide inputs into budgetary requirements of the unit, including scoping project financial requirements.

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, Indian males as well as people with disabilities.

POST 29/40 : **DEPUTY DIRECTOR: ASIA BILATERAL RELATIONS REF NO: ITED/ASIA 007**
Overview: To prepare and execute trade and investment negotiations and policy oversight of their implementation in Asia region.

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package of R826 053 per annum, Level 12
: Pretoria
: Mandatory requirements: A three - year National Diploma / Degree in Economics / International Relations or International Law with an Economics focus. 3 - 5 years' relevant managerial experience in an international relations environment in the public or private sector. Key requirements: Experience in trade and investment negotiations. Experience in policy development and implementation. Experience in project management, financial management and strategic management. Experience in stakeholder management. Experience in research and analysis. Knowledge and understanding of Public Service Regulation and PFMA. Communication skills (verbal and written). Proficient in Microsoft Office Package.

DUTIES : Conduct Foreign Trade research/analysis: Compile and analyse basic economic data, trends and developments in the Asia region. Provide detailed technical and legal recommendations based on solid research and analysis. Develop and recommend negotiating positions through data & information analysis as inputs to negotiations; led issue specific negotiations as appropriate. Stakeholder Management: Liaise with relevant foreign trade missions/offices on bilateral policy/trade or investment issues. Provide advice on any possible trade negotiation agreements and how they can help improve foreign economic conditions and investments. Liaise with relevant stakeholders to develop and implement feasible work plans according to the objectives of the relevant joint commissions. Serve as effective conduit of communication between South Africa & negotiating partners. National and international trade journals, briefs/bulletins world trade and opportunities for SA products: Compile National and international trade journals. Compile briefs/bulletins concerning business developments in the region, regulations affecting world trade and opportunities for SA products. Develop and review strategies, policies and procedure: Develop and review international trade strategies and policies. Provide support in the implementation of policies and strategies. Ensure that the Bi-national Commission Programme is developed and implemented: Ensure that the Bi-national Commission Programme is developed and implemented. Develop and communicate the Bilateral trade strategy with respect to the Asia trading partner. International trade relations & policy: Enhanced capacity to analyse world trade policy & assess RSA's trade policy interests; improved ability to make sound policy advice and inputs for negotiations, as well as for strategy to enhance bilateral trade relations with South America.

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, Indian males as well as people with disabilities.

<u>POST 29/41</u>	:	<u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT FACILITATOR REF NO: GSSSD/LC 045</u> Overview: To provide logistical support and coordination to the directorate: Human Resources Development to ensure development and implementation of skills development.
<u>SALARY</u>	:	Commencing salary of R356 289 per annum, excluding benefits, Level 09
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Mandatory requirements: A three-year National Diploma/B degree in Human Resource Development/Management. 3-5 years' relevant experience in a learning and development environment within the public or private sector. Key requirements: Experience in the coordination and implementation of skills development strategies & plans. Experience in facilitating training. Presentation and Facilitation skills. Experience in Project management, Stakeholder Management and Financial Management. Good communication skills (Verbal and written), training & development, planning & organising skills and excellent customer care skills. Proficient in MS Office packages. Knowledge and understanding of Treasury regulations, PFMA, Public Service Act, Public Service Regulations, Skills Development Act and Skills Levy Act. Valid driver's licence. Willing to travel as and when required.
<u>DUTIES</u>	:	Coordinate the implementation of skills development strategies & plans. Monitor the implementation of the training programmes in alignment with the individual needs & WSP. Quality assure the accuracy of captured needs on HRIS. Consult with line management for the learning and development need. Ensure the capturing of personal development needs. Analyse and consolidate information obtained from HRIS on learning and development needs. Produce the annual personal development plan analysis report. Liaise with external service providers on appropriate skills programmes or short courses prioritised in the WSP. Obtain and analyse external service provider evaluation reports for compliance and identification of further development needs. Obtain individual training feedback reports for analyses. Monitor effectiveness of skills development planning and programmes and propose improvements. Advise employees on the timely request for individual learning and development needs identified in their PdP's. Draft quarterly divisional progress reports on implementation of skills development programmes. Coordinate the organisational skills audit(s). Represent the dti at external skills development fora i.e HRDCSA; SETA (PSETA); DPSA; DHET; Palama; professional bodies; and external training providers. Assist in the establishment of the Skills Development Training Committee. Coordinate quarterly Skills Development Planning Committee meetings. Perform the Secretarial function for the Skills Development Planning Committee. Ensure adherence to policies & procedures. Determine & analyse the budgetary estimate for the annual WSP / ATR. Plan & manage the expenditure against the WSP & report under & overspending trends. Analyse all training reports to identify areas of risk from a legislative perspective. Provide feedback on risk to the sub-directorate to mitigate and implement corrective actions to address risks.
<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 Coloured female and White male candidates as well as people with disabilities.
<u>POST 29/42</u>	:	<u>NON-PROLIFERATION OFFICER REF NO: ITED/TECH SERV 005</u> Overview: To provide technical and administrative support with regard to South Africa's implementation of the International non - proliferation obligations.
<u>SALARY</u>	:	Commencing salary of R299 709 per annum, excluding benefits, Level 08
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Mandatory requirements: A three-year National Diploma / B Degree in Science / Chemistry and or Biological Sciences / Biochemistry. 0 – 1 year relevant experience in a science environment. Key requirements: Experience in evaluating permit applications. Experience in coordinating meetings and providing secretariat support. Experience in conducting research and analysis. Communication Skills (Verbal and written), Client Orientation, Planning and Organising and Problem

Solving Skills. Proficient in (MS Office packages). Knowledge and understanding of Public Service Regulation, PFMA, Public Service Act and Non-Proliferation Act. Valid EB Driver's Licence.

DUTIES

: Evaluate permit applications and applications for registration submitted by industry: Consolidate Issue Evaluate permit applications for the import and export of controlled goods according to the company's request. on Request Permit System. Provide support in the implementation of the Registration Regulation. Preparation of declarations: Provide support in the preparation of declarations as required in terms of the CWC and BTWC. Liaise with the industry and other relevant stakeholders on the requirements of the CWC and BTWC declarations. Conduct local industry analysis to identify chemicals and biological facilities that have activities with regards to controlled goods. Preparation and maintenance of a database of declarable activities. Conduct all relevant activities as stipulated in the legislation with respect to declarations. Council support: Provide support in coordinating logistics for the council meetings. Handle correspondence of the OPCW and Embassy. Provide research support to the unit such as retrieval of relevant documentation for preparation of reports to the Council and information documents for the industry. Coordinate meetings of the CWWC and BWWC and provide secretarial support. Logistical arrangement for OPCW courses and inspections: Provide support in convening courses. Participation in inspections and provide logistical support. Co-ordinate administrative functions of the unit: Provide secretariat support to the unit and the Council such as compiling monthly reports, project reports and submissions. Provide and oversee administration management support to the unit, which includes tracking of highly confidential documentation, monitoring of tasks and milestones for the Council and related activities. Develop and implement a quality management system for the unit. Participation in international meetings related to the CWC and BTWC and technical evaluation of working papers and other documentation: Participate in international conferences, working groups and other meetings related to the CWC and BTWC. Review and evaluate technical documentation related to the CWC and BTWC as received through the international organisations and provide technical evaluation and interpretation, where necessary.

ENQUIRIES

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NOTE

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