

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** : 17 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).

MANAGEMENT ECHELON

- POST 31/51** : **DIRECTOR: IMPACT ASSESSMENT REF NO: ODG/ECO 005**
Overview: To conduct economic analysis and produce reports that for the purposes of informing policy decisions and keeping the dti abreast of the latest local and international economic developments.
- 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. 5 years' relevant Middle / Senior Managerial experience in an economic research and analysis or policy coordination environment. Key requirements: Experience in economic analysis. Experience in production of economic reports / publications. Experience in policy formulation and implementation. Experience in financial management, risk management, project management and human resource management. Communication skills (Verbal and written). Report writing skills, presentation skills, People Management & Empowerment. Strategic Capability and Leadership. Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act.
- DUTIES** : Economic analysis: Scan domestic and international economic and sectoral trends and derive implications for the dti. Provide authoritative economic analysis and commentary on the latest and topical economic issues (opinion pieces). Provide high quality Socio-economic briefing report to the department's political principals. Use standard and innovative economic analysis tools, including quantitative tools to support better project programme and policy planning and analysis for the key decision makers. Produce monthly economic intelligence briefs. Produce ad-hoc economic analysis reports as might be deemed necessary by the Chief Director and the Chief Economist. Production of internal economic publications: Produce an annual report on the institutional and strategic challenges to the SA Economic Development. Produce, publish and disseminate an annual report on the state the South African manufacturing sector. Produce, publish and disseminate bi - annual reports on the state of investment in South Africa. Produce bi - annual reports on the state of employment in South Africa and the implications for the economic growth and social stability. Write the "Economic Overview" sections of the dti's Annual Report, Strategic Plan and Annual Performance Plan. Financial

management: Ensure that the directorate always adheres to the PFMA, PPPFA, and other relevant laws and regulations and does not incur irregular, wasteful and fruitless expenditure. Ensure that the directorate inputs into the MTEF are coordinated and consolidated. Manage the directorate budget expenditure and timeously provide reasons for variance to Divisional Financial Advisor. Risk management: Identify risks for the directorate and develop a risk management plan. Respond to internal audit queries timeously. Update contract management database. Human resource management: Ensure compliance with submission requirements for performance agreements and review forms. Facilitate timeous filling of directorate's vacancies. Conduct the directorate's skills and training needs analysis and develop appropriate training and development interventions and plans.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

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

OTHER POSTS

POST 31/52 : **DEPUTY DIRECTOR: ELECTRO-TECHNICAL REF NO: IDD/ELECTRO 005**
Overview: To develop, provide technical inputs and advise on Electro - Technical processes, policies and programmes.

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 / Commerce. 3 – 5 years' relevant managerial experience in an Electro - Technical industry environment. Key requirements: Experience in policy development and implementation of strategies. Experience in stakeholder management, financial management and project management. Experience in conducting research and analysis. Experience in monitoring and evaluation. Communication skills (verbal and written), planning and organising, mentoring and coaching, presentation skills and interpersonal skills. Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act, Industrial Policy Action Plan, Preferential Procurement Policy Framework Act, Space Affairs Act, Telecommunications Act, Broadcasting Act, Non-Proliferation Act and South African Space Agency Act. Proficient in MS Office packages. Valid driver's license.

DUTIES : Develop and review strategies, policies and procedures: Develop and review Electro - Technical sector Industrial Development policies. Provide support in management of the Industrial Policy Action Plan processes. Engage in continual policy advocacy and co-ordination in the Electro - Technical Industries that have potential growth. Provide technical inputs into the strategic direction of the unit. Provide technical inputs to the development and implementation of Electro - Technical development programs. Provide support in the implementation of policies and strategies. Stakeholder Management: Work closely with other units within the dti and other departments involved in the Electro - Technical sector to develop a supportive policy environment to implement the key action programmes as well as develop contractual framework that would enhance long-term relationship with industry bodies. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in all forums of the department and focus groups addressing Electro - Technical challenges. Participate in identification of stakeholders needs. Create and maintain stakeholder's database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Maintain relation with stakeholders, including other government departments and tiers of government, organized business and labour. Research and Analysis: Develop terms of reference, manage research to support the development of appropriate interventions to support growth of the sector. Conduct research, identify best practice in the area of Plastics sector and recommend appropriate policies and strategies. Consolidate all research findings to formulate Electro - Technical policies, procedures and strategy in line

with Industrial Policy Action Plan. Conduct research on issues related to competitiveness and development of Electro - Technical sector. Provide support in the analysis of Plastics sector. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Conduct annual reviews with regards to the impact interventions and prepare reports. Ensure coordination of all administrative aspects for Electro - Technical Unit: Ensure that all enquiries and requests regarding Electro - Technical initiatives are handled. Compile progress reports on a monthly basis on the projects with regards to time and budgets. Provide inputs on divisional budgets. Prepare Adjustment Estimate and MTEF proposals for the Electro - Technical sector. Ensure maintenance of effective internal administration of the unit. Implementation of sector development interventions: Support the implementation of sector development interventions.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

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

POST 31/53 : **DEPUTY DIRECTOR: COSMETICS REF NO: IDD/COSM 011**
 Overview: To develop, advise and provide technical support for the Cosmetics policies, strategies and programmes.

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 / Commerce. 3 - 5 years' relevant managerial experience in the cosmetics environment. Key requirements: Experience in policy development and implementation of strategies. Experience in stakeholder management, financial management and project management. Experience in conducting research and analysis. Experience in monitoring and evaluation. Communication skills (verbal and written), planning and organising, mentoring and coaching, presentation skills and interpersonal skills. Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations, Public Finance Management Act, Industrial Policy Action Plan and Preferential Procurement Policy Framework Act. Proficient in MS Office packages. Valid driver's license.

DUTIES : Develop and review strategies, policies and procedures: Develop and review Cosmetics sector Industrial Development policies. Provide support in management of the Industrial Policy Action Plan processes. Engage in continual policy advocacy and co-ordination in the Cosmetics Industries that have potential growth. Provide technical inputs into the strategic direction of the unit. Provide technical inputs to the development and implementation of Cosmetics development programs. Provide support in the implementation of policies and strategies. Stakeholder Management: Work closely with other units within the dti and other departments involved in the Cosmetics sector to develop a supportive policy environment to implement the key action programmes as well as develop contractual framework that would enhance long-term relationship with industry bodies. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in all forums of the department and focus groups addressing Cosmetics challenges. Participate in identification of stakeholders needs. Create and maintain stakeholder's database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Maintain relation with stakeholders, including other government departments and tiers of government, organized business and labour. Research and Analysis: Develop terms of reference, manage research to support the development of appropriate interventions to support growth of the sector. Conduct research, identify best practice in the area of Cosmetics sector and recommend appropriate policies and strategies. Consolidate all research findings to formulate Cosmetics policies, procedures and strategy in line with Industrial Policy Action Plan. Conduct research on issues related to competitiveness and development of Cosmetics sector. Provide support in the analysis of Cosmetics sector. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and

procedures to ensure efficiency and effectiveness. Conduct annual reviews with regards to the impact of Cosmetics interventions and prepare reports. Coordinate all administrative aspects: Handle all enquiries and requests regarding Cosmetics initiatives. Provide inputs on divisional budget and business plans in respect of Cosmetics. Compile progress reports on a monthly basis on the projects with regard to timelines and budgets. Ensure the maintenance of effective internal administration of the unit. Establish and maintain an electronic database for Cosmetics sector analysis reports. Implementation of sector development interventions: Support the implementation of sector development interventions.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

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

POST 31/54 : **LIQUOR TRADE INSPECTORS REF NO: CCRD/NLA 032**

Overview: To enforce compliance to National Liquor Act.

SALARY : Commencing salary of R444 693 per annum, excluding benefits Level 10

CENTRE : Pretoria

REQUIREMENTS : Mandatory requirements A three - year National Diploma / B degree in Law or related degree. 3-5 years' relevant experience in a compliance / enforcement environment. Key requirements: Experience in conducting inspections and investigations. Experience in providing inputs in developing and reviewing of policies. Experience in stakeholder management and project management. Experience in research and report writing. Presentation skills, communication skills (verbal and written), planning and organising skills. Business performance management and corporate governance. Knowledge and understanding of Public Finance Management Act, Tax Act, Treasury Regulations, Public Service Act, National Liquor Act, Criminal Procedure Act and Public Service Regulations.

DUTIES : Enforce and monitor compliance on National Liquor Act: Conduct all inspections as contemplated in the Liquor Act. Conduct raid operations as and when required. Compile weekly, monthly and quarterly reports. Conduct regular inspections to ensure compliance with registration conditions. Conduct targeted inspections to ensure compliance with National Liquor Act. Compile monthly and quarterly reports on non-compliance notices issued. Issue compliance notices to non-complying registrants. Co-ordinate partnership and networking within the dti and other government departments and institutions: Provide technical support to the unit in preparing of briefing documents and responding to ad-hoc queries. Initiate and maintain the working relations between key stakeholders. Create database, monitor and review stakeholder's feedback and reaction. Provide effective communication regarding outputs and activities of the external stakeholders and industry initiatives. Coordinate administrative functions of the unit: Handle all enquiries and requests regarding Legal Enforcement and Compliance. Contribute in the review of business process procedures and systems. Provide inputs on divisional budget and business plans. Compile progress reports on a monthly basis on the projects as per request. Provide inputs into the strategic direction of the unit. Participate in the implementation of the agreed project and programmes. Participate in the developing and reviewing of the National Liquor policies and strategy: Provide technical inputs into developing, reviewing and implementing Liquor enforcement policies and strategies. Provide technical inputs in the implementation of policies and strategies. Coordinate and participate in the workshops which identify the value of chain and action plans for the Liquor sector. Assess effectiveness of existing policies and procedures and recommend improvements of managerial policies, practices, methods and procedures. Monitors changes in regulations and technology that may affect operations, implementation of the National Liquor policies.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

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