

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** : 24 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 32/50** : **DIRECTOR: EMPLOYMENT RELATIONS REF NO: GSSSD/ER 010**
Overview: To manage and co-ordinate all employment related matters in the dti.
- SALARY** : All-inclusive remuneration package of R948 174 per annum, Level 13
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: An undergraduate Qualification (NQF Level 7) in Labour Law. 5 years relevant Middle / Senior Managerial experience in employment relations. Key requirements: Experience in management and effective implementation of sound labour relations policies, systems, process and procedures. Experience in conflict management, promoting sound labour relations compliance, monitoring and oversight responsibility in management and administration of all labour relations matters. Experience in managing, coordinating and leading collective bargaining process. Experience in stakeholder management report writing and analysis. Directorate management (People management and financial management). Research skills, influencing skills and negotiation skills. Strategic capability and leadership. Planning and organising. Knowledge and understanding of Labour Relations act, Public Service act, Public Service Regulations, PFMA and Treasury regulations. Proficient in MS Packages.
- DUTIES** : Manage and effectively implement sound labour relations policies, systems, processes and procedures: Coordinate and ensure the implementation of labour relations legislation, policies, programs, projects processes & procedures. Conduct labour relations research and impact analysis of processes and policies in the Department. Advise management and employees on policy matters with specific reference to employer-employee relations. Develop and implement labour relations communication strategy and ensure management and staff awareness/training in all labour relations activities. Monitor employment practices, policies and procedures and ensure compliance with legislation. Initiate programs and other processes to give effect to Government policy. Oversee and advice on the implementation of the employment legislative and regulatory framework, collective agreements and policies and procedures. Ensure effectiveness and efficiency through employment relations management. Develop proactive measures to equip line managers to deal with potential conflict in the workplace. Research and study labour relations trends and keeping abreast of the latest developments. Overall responsibility for conflict management, promote sound labour relations compliance, monitoring and oversight responsibility in management and administration of all labour relations: Provide advice to on all labour matters such as collective disputes, disciplinary hearings, misconducts, etc. Represent the Department on all employment relations at various fora. Facilitate employer-

employee relations. Monitor and evaluate management of disciplinary and grievance cases in the Department. Ensure that misconduct and grievance investigations are conducted and managed properly. Build capacity and awareness through internal training of managers and employees on employment relations matters. Identify and report all cases which have the potential of becoming disputes that may lead to industrial action. Manage and maintain an accurate database on employment relations matters. Provide advice and make recommendations for service delivery improvement. Handle complex misconduct and grievance matters and dispute resolution. Ensure the development of employment relations communication systems to familiarise employees. Manage, coordinate and lead department's collective bargaining process: Manage and ensure sound interaction with organised labour. Act as the Department's representative in employment relations fora, both internal and external. Participate in and lead negotiations with employee organizations. Liaise with organised labour and manage organisational rights. Coordinate the dispute-conciliation/arbitration meetings. Represent the Department in conciliation and arbitration. Monitor and ensure implementation of collective agreements. Stakeholder management: Liaise and coordinate with governmental, non-governmental institutions and other structures and organizations. Develop relationships across diverse groups of stakeholders. Develop a liaison model that allows the engagement with relevant stakeholders in an integrated manner. Provide a prompt and effective labour relations service to all stakeholders. Support the Department's leadership upon request in employment relations matters that relate to the institutions reporting to the dti. Reporting: Closely monitor, assess and report on employment related matters. Create monthly reports and interpret data to provide meaningful analysis. Directorate management: Manage the finances of the Directorate which include the budget and assets. Manage the employees within the Directorate. Manage the strategic planning and operations of the Directorate.

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 candidates, Coloured and Indian male candidates as well as people with disabilities.

POST 32/51 : **DIRECTOR: SPATIAL ECONOMIC STRATEGY REF NO: SEZET/SEZ IMPL 001**
 Overview: To oversee the development and implementation of policies and strategies of spatial development and research projects towards advancing broad economic development in the regions of South Africa.

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

REQUIREMENTS : Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics / Development Planning Studies. 5 years' relevant experience at a middle/senior managerial level in an Economic / Industrial Development environment. Key requirements: Experience in development and implementation of policies and strategies. Experience in the design and management of industrial and economic projects. Experience in economic research and analysis. Experience in monitoring and evaluation. Experience in capacity building. Experience in agency management, stakeholder and customer relations management, financial management, people management, project management and change management. Knowledge of Preferential Procurement Policy Framework Act, Public Service Regulation, Public Finance Management Act, White Paper on Gender Empowerment and Transformation Charter. Knowledge and understanding of spatial economy. Strategic capability and leadership. Communication skills (verbal and written). Proficient in MS Office Packages.

DUTIES : Research and analysis: Undertake research on spatial and regional economic performance, developments and prospects, Oversee the research conducted in relation to spatial development. Provide inputs into the economic and spatial research conducted. Drive the planning and research in alignment with the objectives of the Regional Industrial Development. Drive the development of strategies and policies to enable effective and sustainable programme delivery. Oversee the research conducted and ensure review of policies and methodologies and benchmark against international best practice. Provide leadership in the development of feasibility studies and business plans for the new proposed SEZs. Mangle process of designating new Special Economic Zones. Monitoring and evaluation: Monitor and evaluate the impact of the designated SEZ's and economic development indicators at Provincial, District and National level.

Provide inputs into the report on economic development projects in regions. Manage briefing documents for the Minister. Oversee the site inspection for monitoring and evaluation. Facilitate and provide leadership guidance in monitoring and evaluation. Develop and review on a quarterly basis the stakeholder relationship plan. Policy and strategy: Develop and implement a Special Economic Zones Policy and Strategy within the framework of national economic policy and industrial policy and strategy. Oversee the development of the Regional Industrial Development. Establish and manage the strategic partnership with the government agencies on SEZs policy and strategies. Oversee the planning, implementation of the SEZ's for the purpose of the contributing towards the balanced regional industrial development. Identify gaps in between the current policies and future strategies and ensure the challenges are addressed. Provide strategic guidance and leadership on the possible research related implementation of the programmes. Consolidate all research findings and manage the formulation and/or review policies, procedures and strategies. Promote and contribute to relevant activities implemented by the dti agencies and provincial offices. Ensure optimal relationship building and developing effective growth strategies take place. Capacity building: Package and manage Capacity Building programme for government officials across spheres of government on SEZ. Oversee the identification of capacity gaps and needs across the country particularly in under developed regions. Manage the coordination of the workshop/seminars for the facilitation of capacity building intervention in the province and National level. Define and develop strategic and effective capacity building programmes that promote the broader participation of women in the mainstream economy. Determine suitable programmes in collaboration with other Government institutions that fastback the participation regional economic development. Agency management: Manage the secretariat support for Special Economic Zone Advisory Board and its committees. Manage the programmes and third party arrangements of the Unit. Oversee the consultations, facilitation and coordination of interactions with third parties. Monitor the performance of the third party contracts. Coordinate, promote and support relevant activities implemented by the dti agencies and provincial offices. Stakeholder and customer relations management: Facilitation of partnerships and mobilisation of critical stakeholders required for the successful development of special economic zones such as government departments, private sector, academia, and communities. Manage the identification of the key economic development stakeholder in the region. Engage with the stakeholder and build the relationship within the Department. Manage the site visit to the proposed industrial developed proposal. Initiate interaction, consult and network with appropriate and relevant stakeholders mainly working on economic, gender and women empowerment issues. Represent the department in all forums and focus groups addressing spatial planning and research. Facilitate the engagement of stakeholders, international, bilateral and multilateral organisations while developing the appropriate approaches. Directorate Management: Manage financial resource and assets of the unit. Manage the human resources in the unit. Manage the strategic planning of the unit and execution of the operational plan.

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 Indian male and female candidates.

OTHER POST

POST 32/52 : **DEPUTY DIRECTOR: LIQUOR LICENCE PROCESSING REF NO: CCRD/NLA 015**
 Overview: To facilitate the evaluation and processing of applications for approval by assessing the quality and accuracy of reports and recommendations on applications.

SALARY CENTRE REQUIREMENTS : All-inclusive remuneration package of R697 011 per annum, Level 11
 : Pretoria
 : Mandatory requirements: A three - year National Diploma/ B. Degree in Law/ Economics/Business/ Public Admin. 3 - 5 years' relevant managerial experience in a Legal / Compliance / Economic policy development environment. Key requirements: Experience in liquor license processing. Experience in monitoring and evaluation. Experience in stakeholder management, financial management and project management. Experience in developing and reviewing of strategies, policies and procedures. Communication skills (Verbal and written) change management,

relationship management and planning and organising skills. Knowledge of the dti business and international protocols. Knowledge and understanding of Public Service Regulation, Public Service Act and Public Financial Management Act. Customer Service / Batho Pele principles. Proficient in MS Office Packages.

DUTIES

: Quality assurance of the applications: Oversee and quality assure applications through technical analysis to be processed for approval. Renewal process of registration: oversee and quality assure renewal applications through technical analysis for approval. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Conduct reviews on levels of compliance to the Liquor Act. Monitor and evaluate compliance with the conditions 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. Develop and review strategies, policies and procedures: Develop and review policies and legislations. Develop, Implement and review business process for workflow management correspondence and case management. Develop, implement and review customer service standards. Develop implement and review operational systems. Effective management and participation in the unit: Effective internal administration of the directorate such as filing of all documents, maintenance of records and procurement and expenditure and attendance to all reporting requirements. Effective participation in preparing of budgets, business and strategic plans. Sub-Directorate Management: Manage and monitor all allocated resources (financial, human resource and assets of the unit). Provide inputs in to the strategic planning of the unit and execution of the operational plan.

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, Indian, White candidates and African male candidates.