

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** : 21 September 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 36/48** : **CHIEF DIRECTOR: PRIMARY MINERAL PROCESSING & CONSTRUCTION REF NO: IDD/PMP&C 001**
 Overview: To provide strategic leadership and management to the Primary Minerals Processing & Construction Chief Directorate within the Industrial Development Policy Development Division.
 Re-advertised (Candidates who previously applied, should re-apply to be considered)
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R1 189 338 per annum, Level 14
 Pretoria
 Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics / Engineering / Mining / Mineral Processing / Science and allied disciplines. 5 years' relevant senior managerial experience in Mining / Mineral Processing and/or Construction in the public or private sector. Key requirements: Experience in strategies and planning, policy formulation and implementation. Experience in coordination and development of interventions. Experience in conducting research and analysis. Experience in stakeholder management, financial management and project management. Experience in people Management and Empowerment. Knowledge and understanding of PPPF Act, Public Service Regulation, PFMA, IPAP and a beneficiation strategy for the Minerals Industry of South Africa. Strategic Capability and Leadership Research. Planning and organising, change management skills, relationship management, analytical and thinking skills, problem solving skills and client orientation and customer focus. Communication (Verbal and Written) skills.
- DUTIES** : Strategy and Planning: Oversee strategic planning for the chief directorate. Direct, manage and establish the chief directorate into a highly effective Primary Minerals Processing & Construction unit. Establish clear performance criteria and service standards for staff. Design and implement strategies and actions plans in the sectors incorporated in the industrial Policy Action Plan. Provide overall direction to promote Primary Minerals Processing & Construction policies, process and procedures. Coordination and development of interventions: Provide guidance to develop and manage systems, policies and procedures to ensure effective and efficient growth of Primary Minerals Processing & Construction. Oversee the coordination and development of interventions in line with Primary Minerals Processing & Construction priorities. Identify and address challenges faced by Primary Minerals Processing & Construction sector. Manage research and implement business processes. Promote coherence between different instruments to

strengthen economic integration. Provide well informed and fact Based technical advice to the DDG, DG, DM's and Minister on issues related to Primary Minerals Processing and Construction. Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area of Primary Minerals Processing & Construction. Engage in on-going interaction with key stakeholders. Manage the relationships with key stakeholders in order to ensure implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Collaborate with relevant stakeholders to develop Primary Minerals Processing & Construction joint programmes. Research and Analysis: Oversee research programme of Primary Minerals Processing & Construction. Prioritise the research work of the chief Directorate to ensure that research support the unit in identifying growth areas for clusters of sector. Provide strategic direction of the research and analysis undertaken in the unit. Chief Directorate Management: Manage expenditure of the chief directorate. Ensure compliance with PFMA requirements at all times. Ensure that budget submissions and reports are submitted within the specified timeliness. Ensure effective performance management in line with HR guidelines. Manage, train and develop staff in accordance with Personal Development Plans and Divisional Training and Development plans.

- 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 POST

- POST 36/49** : **ASSISTANT DIRECTOR: SPACE AFFAIRS REF NO: SEZET/SEZ L&C 002**
 Overview: To provide input in developing and advising on Space Affairs processes, policies and programmes

- SALARY CENTRE REQUIREMENTS** : Commencing salary of R444 693 per annum, excluding benefits, Level 10 Pretoria
- : Mandatory requirements: A three - year National Diploma / B Degree in Economics / Commerce. 3-5 years' relevant experience in Space Affairs Industry in public or private sector. Key requirements: Experience in conducting research and analysis. Experience in providing inputs in developing and reviewing of policies and strategies. Experience in coordinating administrative functions. Experience in writing and compiling of reports. Experience in project and programme management and stakeholder management. Good interpersonal skills and communication skills (verbal and writing). Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, IPAP and Preferential Procurement Policy Framework Act. Knowledge and information management. Good administrative skills, planning and organisational skills. Proficient in MS Office Packages. Analytical skills. Valid driver's license.

- DUTIES** : Conduct Space Affairs research and analysis: Developing and reviewing Space Affairs baseline documents. Conducting surveys on Space Affairs industrial and competitiveness development and provide draft recommendations. Compiling and maintaining the electronic database for the Space Affairs industry analysis reports. Collate and analyze standardized data performance on the sector and produce reports. Conduct research on issues related to competitiveness and development within the Space Affairs. Conduct analysis and provide draft recommendations. Providing inputs in research work conducted by external service providers. Participate in developing and reviewing of Space Affairs policies and strategy: Providing inputs into development, and reviewing Space Affairs' processes, policies and strategies. Implementing the above processes policies and programmes. Coordinating, organising and participating in the workshops, which identifies the value chains and action plans for the Space Affairs sector and any other relevant workshops. Recording and producing summary reports and minutes on the workshop discussions and any other relevant meetings. Providing technical inputs in the implementation of policies and strategies. Co-ordinate partnership and networking within the dti and other government departments: Developing and maintaining partnerships with all the dti staff and Space Affairs stakeholders. Providing effective communication regarding outputs and

activities of the stakeholders and industry initiatives. Implementing defined areas and engaging with stakeholders as required providing inputs into the strategic direction of the unit. Providing technical and administrative support to the unit in preparing of briefing documents, submissions and responding to ad-hoc queries. Creating and maintaining a database of key stakeholders. Responding to day to day queries from the public and key stakeholders on the Space Affairs' issues. Co-ordinate all administrative functions of the unit: Handling all enquiries and requests regarding Space Affairs matters. Compiling progress reports. Establishing and maintaining an electronic database for the Space arena. Reviewing and compiling reports on relevant economic statistics every semester and on the projects as per requests. Providing inputs into the strategic and operational plans of the unit. Implementing agreed upon projects and programs.

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 candidates, White female candidates as well as people with disabilities.