

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** : 05 October 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 38/55** : **DIRECTOR – METALS REF NO: IDD/METALS 2 001**
Overview: To lead & manage policies and programmes for the Non Ferrous, Precious and Rare Earth sector as part of the customised sector programme.
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R1 005 063 per annum (Level 13)
: Pretoria
: Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics / related engineering. 5 years' relevant experience at a middle/senior managerial level in an economic policy development environment. Key requirements: Experience in the Non - Ferrous, Precious and Rare Earth environment in the public or private sector. Experience in development and implementation of policies and strategies. Experience in the implementation of sector development interventions. Experience in economic research and analysis. Experience in monitoring and evaluation. Experience in supply chain management, stakeholder management, financial management and project management. Knowledge and understanding of Non-Ferrous, Precious and Rare Earth Metals sector and regulatory frameworks. Proven strategic management and leadership skills, people management and change management skills. Knowledge and understanding of Public Service Regulation, Public Finance Management Act, Public Service Act, Industrial Policy Action Plan, Preferential Procurement Policy Framework Act. Communication skills (verbal and written), presentation skills, good interpersonal skills. Proficient in MS Office Packages. Valid driver's licence.
- DUTIES** : Strategies, policies and procedures: Lead the process of developing Non Ferrous, Precious and Rare Earth sector Industrial Development policies. Manage and direct the Industrial Policy Action Plan process relating to the development and implementation of key action programmes for the Non Ferrous, Precious and Rare Earth sector. Engage in continual policy advocacy and co-ordination in the Non Ferrous, Precious and Rare Earth sector. Direct and manage the directorate: Manage the strategic planning for the directorate. Develop the strategic focus and policy direction for the directorate. Manage financial resource and assets of the unit. Manage the staff in the unit. Stakeholder management: Manage Non Ferrous, Precious and Rare Earth sector stakeholders, including other Government departments and tiers of government, organized business and labour. Work closely with other units within the dti and other departments involved in the Non Ferrous, Precious and Rare Earth sector to develop a supportive policy

environment to implement the key action programmes. Establish contact and set up information sharing session with other units in the dti. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Represent the department in all forums and focus groups addressing Non Ferrous, Precious and Rare Earth sector challenges. Research and analysis: Provide analysis of the value chain in the Non Ferrous, Precious and Rare Earth sector. Consolidate all research findings to formulate Non Ferrous, Precious and Rare Earth sector policies, procedures and strategies in line with the Industrial Policy Action Plan. Monitoring and evaluation: Continuously review policies and methodologies and benchmark against international best practice. Manage consultants appointed to conduct studies. Provide support with the implementation of programmes. Implementation of sector development interventions: Monitor implementation of sector development interventions. Develop and monitor implementation of corrective action to facilitate the implementation of the interventions. Provide the necessary support to complete the interventions.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.

OTHER POSTS

POST 38/56 : **DEPUTY DIRECTOR: EXPORT PROMOTION REF NO: TISA/EP & DEV 007 (X3 POSTS)**

Overview: To implement export promotion strategies in the North America and Middle East regions.

SALARY CENTRE REQUIREMENTS

: All-inclusive remuneration package of R826 053 per annum (Level 12)
 : Pretoria
 : Mandatory requirements: A three - year National Diploma / Bachelor's Degree in Business Management / Economics / Marketing. 3 - 5 years' relevant managerial experience in a Business Management / Economics / Marketing / Export Promotion / Export Promotion environment. Key requirements: Experience in developing and implementing of business plans and strategies. Experience in gathering of market intelligence assessments. Experience in providing export services and aftercare. Experience in project and stakeholder management. Experience in conducting research and analysis. Knowledge and understanding of IPAP, Integrated National Export Strategy and other broader economic policies. Knowledge and understanding of priority sectors and products. Excellent communication skills, both written and verbal. Problem solving and analytical thinking skills, sound negotiation skills and report writing skills. Proficient in MS Office packages. Willingness to travel locally and abroad, and to work overtime as and when required.

DUTIES

: Provide input in developing and implementing the Business plan for the Business Unit: Prepare inputs for the business plan for the Export Promotion Unit. Modified reviewed inputs for the business. Assist in consolidating inputs and finalising the business plan for the region of the Export Promotion Unit. Conduct Market Intelligence Assessments and finalise the strategies for implementation: Continuously gather market intelligence information for inputs into the country and regional strategies for Export Promotion. Collaborate with researchers on priority markets/industries towards identifying target markets. Develop export promotion strategies for the region. Compile and assist in implementing regional strategies for the region. Develop a database of companies for the region. Update of the export opportunities in matrices for the region. Collaborate with SEDA, other COTIIS and Export Councils to identify companies for exports. Identification, initiation, scoping and implementation of region/market specific International Trade and Investment Initiatives. Provide Export Services and Aftercare: Develop and continuously improve client services, policies, processes and procedures. Establishment of client reception and interface facilities for the region. Develop brochures on products and services as per requirement. Deal with all export enquiries effectively and efficiently. Provide information on capabilities of the sectors to the clients and stakeholders. Manage the database of targeted companies and record the allocation of resources to interact with the companies. Communicate the identified opportunities to relevant stakeholders associated with

the region. Collaborate with SEDA, other COTIIS and Export Councils to recruit companies for exports. Implement Export Promotion Strategies: Execute the Export Promotion projects as per business plan. Execute specialised and generic export promotion projects. Facilitate and manage ad-hoc projects. Identify, initiate, scope and implement region/market specific International Trade and Investment Initiatives. Review progress on International Trade Initiatives. Support Export Promotion projects such as Inward-, Outward- and Technical Missions / National Pavilions (Recruitment and marketing), Co-ordinate business forums for incoming and outgoing State visits, Ad-Hoc projects. Implement country branding and profiling to optimise the promotion of South African products at various forums. Coordination of business forums for incoming and outgoing State visits. Provide inputs for briefing documents and information for Ministers. General support and assistance to the Senior Managers on key projects and daily activities. Facilitate Stakeholder Partner Co-ordination: Facilitate quarterly meetings with Export Councils. Ensure involvement of Export Partners in all Export Promotion projects (Such as Provincial-, Metro-, Municipal, as well as Export Councils, Industry Associations and private sector firms). Facilitate Export Promotion workshops to provide information and advice on key promotional activities in targeted markets. Cooperate with other Government departments, e.g. DIRCO and the Presidency, on projects such as BNCs, State Visits and JBCs. Collaborate on joint trade promotion activities with e.g. Metros, Municipalities, Provinces. Collaborate with international agencies and institutions (e.g. USAID, CBI, Chambers etc.) including with donor funding for projects. Establish and maintain relationships with contacts abroad with regards to export destinations and foreign economic offices. Reporting Export Promotion Strategies in the Services sector: Review export promotion strategies, projects, action plans and monitor outcomes monthly with the Director: Export Promotion. Report monthly and quarterly on progress on the implementation of the business plan and projects, Export Promotion strategies and action plans. Implementation of Knowledge management: Institutionalisation of Export Promotion methodology. Inputs to the dti website on export promotion activities. Provide inputs to Export Promotion manual as and when required.

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

POST 38/57 : **ASSISTANT DIRECTOR: CRITICAL INFRASTRUCTURE PROGRAMME REF NO: IDAD/CIP 005**

Overview: To provide support in evaluating, processing of infrastructure applications and claims as well as drafting of contracts for approval.

SALARY CENTRE : Commencing salary of R444 693 per annum, excluding benefits (Level 10)
: Pretoria

REQUIREMENTS : Mandatory requirements: A three - year National Diploma / B Degree in Economics / Finance / Business Admin / Public Management. 3 - 5 years' relevant working experience in incentive administration in the public or private sector. Key requirements: Experience in processing of applications and claims. Experience in financial management, stakeholder management and project management. Customer service skills, presentation skills, communication skill (verbal and written), conflict management, planning and organising skills, research and analytical skills. Proficient in MS Office packages. Sound knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations.

DUTIES : Processing of applications: Compliance with guidelines. Comparing and verifying quotes/financial information. Site inspections to verify authenticity of entity. Interaction with customers on their applications. Interaction with consultants. Processing of claims: Process claims to comply with the guidelines. Interaction with customers on their claims. Interaction with consultants. Attend and present to adjudication committee meetings and to provide technical inputs. Submit claims to finance for payment. Financial Management: Provide input with regard to business plans, budget, cash flow and audit queries. Customer Services: Attend to all queries (status and technical) from internal as well as external clients. Meeting with

Customers. Conduct site visits. Resolve queries or referrals and customer enquiries.

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