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 Metinjes 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 : 19 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 40/77 : CHIEF DIRECTOR: MONITORING & EVALUATION REF NO: IDAD/M & E 003

Overview: To provide oversight and strategic monitoring and evaluation service that will support IDAD’s objectives thereby enhancing service delivery.

SALARY : All-inclusive remuneration package of R1 189 338 per annum (Level 14)

CENTRE : Pretoria


DUTIES : Strategy and Planning: Manage strategic planning, preparation and review of budgets and business plans for the division. Provide strategic monitoring and evaluation support to the division. Direct, manage and transform the division into a highly effective monitoring and evaluation unit. Provide guidance in the development of monitoring and evaluation methods, policies and procedures to ensure effective and efficient functioning of the division and its institutions. Conduct research into best practice in line with monitoring and evaluation business processes. Establish clear performance criteria for service standards. Provide guidance in the maintenance of effective internal administration and knowledge management of the division. Develop and manage strategic planning, develop, monitor and evaluate risk plan for the division.
Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area monitoring and evaluation. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders in order to ensure implementation of the programs. Ensure that there is a coherent system and framework for stakeholder engagement. Identify and communicate organisational and stakeholder priorities. Develop and maintain strong relationships with the stakeholders. Coordination and development of interventions:


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

POST 40/78:
DIRECTOR: CONTENT DEVELOPMENT & MANAGEMENT REF NO: ODG/CONT DEV & MAN 011
Overview: To provide leadership, manage and coordinate the dti publishing, corporate identity and social media platforms.

SALARY:
All-inclusive remuneration package of R1 005 063 per annum (Level 13)

CENTRE:
Pretoria

REQUIREMENTS:
Mandatory requirements: An undergraduate qualification (NQF Level 7) in Communication / Journalism / Marketing / Public Relations. 5 years’ relevant middle / senior managerial experience in a communications / public relations environment. Key requirements: Experience in publishing, corporate identity management and social media. Experience in the development and implementation of publishing and internal communication policies. Experience in project management and stakeholder relations management. Experience in a government communication environment. Directorate management (People management and financial management). Understanding of the publishing framework of government. Strategic capability and leadership. Communication skills (Verbal and written) and presentation skills. Planning and organising. Knowledge and understanding of Public Service Act, Public Service Regulations, adherence to Basic Conditions of Employment, Health and Safety Act and Employment Equity and Government Communication Environment. Proficient in MS Packages.

DUTIES:
Publishing: Develop and implement the dti’s publishing policy and guidelines. Liaise with divisions and business units on publishing needs and timelines. Provide an editorial and translation services for the dti publications - print and electronic. Develop and implement standard operations procedures for content management, including website,
intranet and social media content applications. Provide photographic and videography services for publications and all the dti events. Develop and implement systems and processes for the effective management of the publishing function. Internal communication: Develop and implement internal communication policy and processes. Production of employee’s newsletter. Identify and introduce innovative communication tools for internal communication. Liaise with employees and stakeholders to ensure relevance, impact and currency of internal communication tools. Profile and promote the dti programmes and policies to employees. Stakeholder relations management: Develop and facilitate approval of Service Level Agreements with suppliers - external editors, printers and distributors. Establish and maintain good working relationships with programme managers, particularly on content development and management issues. Liaise with Ministry, including Parliament Liaison Office and Media Relations Unit to ensure timeous publication of speeches and Parliamentary documents. Management of the directorate: Develop and implement the directorate's operations plan. People management, training and development. Coaching and mentoring. Compilation of directorate's monthly, quarterly and annual reports. Presentation of unit's performance at divisional meetings and other forums. Manage the directorate's budget allocation and ensure adherence to PFMA and other financial and procurement regulations and guidelines.

ENQUIRIES

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

OTHER POST

POST 40/79
DEPUTY DIRECTOR: PLASTICS REF NO: IDD/CHEM & AI 003
Overview: To develop, advise and provide technical support for the Plastics policies, strategies and programmes.

SALARY
All-inclusive remuneration package of R826 053 per annum (Level 12)

CENTRE
Pretoria

REQUIREMENTS

DUTIES
Develop and review strategies, policies and procedures: Develop and review Plastics 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 Plastics Industries that have potential growth. Provide technical inputs into the strategic direction of the unit. Provide technical inputs to the development and implementation of Plastics sector development programs. Provide support in the implementation of policies and strategies. Stakeholder Management: Collaborate with other units within the dti and other departments involved in the Plastics 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 Plastics sector 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 Plastics policies, procedures and strategy in line with Industrial Policy Action Plan. Conduct research on issues related to competitiveness and development of Plastics sector. Provide support in the analysis of Plastics sector.

Implementation of sector development interventions: Support the implementation of sector development interventions. Sub-Directorate Management: 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. Compile progress reports on a monthly basis on the projects with regards to time-lines and budgets. Submit all performance related documents in accordance with performance management 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 Indian male candidates and White candidates.