

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** : 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 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 / Finance / Business Admin / Public Management. 5 years' relevant senior managerial experience in monitoring and evaluation of projects. Key requirements: Experience in strategic planning, policy development and implementation. Experience in coordination and development of interventions. Experience in financial management, project management, stakeholder management, change management, people management and empowerment. Experience in research and analysis. Experience in the management of a directorate. Knowledge and understanding of Public Service act, Public Service Regulations, PFMA and Treasury regulations. Planning and organising. Strategic Capability and Leadership. Communication skills (Verbal and Written), mentoring and coaching. Proficient in MS Office packages.
- 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: Provide guidance to develop and manage systems, policies and procedures in line with the government wide Monitoring and Evaluation framework, Regulatory Impact Assessment Framework and Public Entities Governance Framework. Lead the coordination and development of interventions in line with monitoring and evaluation, regulatory impact assessment and institutional management priorities. Conduct research and implement business processes. Oversee and facilitate research conducted on policy and legislation. Oversee and ensure approval of Regulatory Impact Assessment. Oversee Institutional Management performance and achievement of set targets and monitoring of agency work. Support to the principals: Conduct research with regard to monitoring and evaluation. Response to Parliamentary Questions. Develop cabinet memoranda and undertake ad hoc analysis. Chief Directorate Management: Oversee management of financial resource and assets of the unit responsible for Monitoring and Evaluation, Regulatory Impact Assessment and Institutional Management. Oversee the staff/ personnel. Oversee the strategic planning of the unit and execution of the operational plan. Chief Directorate Management Oversee management of financial resource and assets of the unit responsible for Monitoring and Evaluation, Regulatory Impact Assessment and Institutional Management. Oversee the staff/ personnel. Oversee 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.

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 CENTRE REQUIREMENTS : All-inclusive remuneration package of R1 005 063 per annum (Level 13)
 : Pretoria
 : 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 timely 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.

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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 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 economic policy development 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. Knowledge of sustainable development strategies / policies and industrial development and industrial sectors. Financial management, project management, 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.

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.

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NOTE

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