

**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** : 26 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](http://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 41/121** : **DIRECTOR: BLACK ECONOMIC EMPOWERMENT REF NO: SEZET/BEE 006**  
Overview: Ensure the development of strategies for the effective implementation of Equity Equivalent Investment Programmes, Enterprise Development and Black Economic Empowerment transactions.
- SALARY** : R1 005 063 per annum (Level 13) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: An undergraduate qualification (NQF Level 7) in Transformation / Economics / Business Management / Financial Management. 5 years' experience at a middle/senior managerial level in a Transformation or Socio-Economic Development environment. Key requirements: Experience in the management and implementation of the Equity Equivalent Investment Programme. Experience in fronting transactions. Experience in the development and implementation of policies and strategies. Experience in stakeholder management, people management, financial management, project management, report writing and analysis. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills and Interpersonal skills. Strategic capability and leadership. Sound knowledge and understanding of the relevant IPAP, New Growth Path, International best practice for Equity Equivalents and Investments. Knowledge and understanding of Public Service Regulations, Public Service Act, B-BBEE Act, Treasury Regulations and Public Finance Management Act.
- DUTIES** : Ensure the management and implementation of the Equity equivalent Investment programme: Manage the development of a valuation tool to enhance Equity Equivalent Investment Programme. Ensure description of systems and procedures for the processing of the Equity Equivalents Investment Programme. Ensure the development of a management tool to track progress and status each Equity Equivalent (EE) application. Ensure facilitation of approved EE programmes to be published on the BEE IT Portal and to all government departments, state owned entities and agencies. Ensure availability of the latest directive from the BEE Advisory Council - Sub-Committee on Ownership for all foreign companies, including those that have an approved EE programme, to partner with local companies when bidding and executing a contract in South Africa (in form of Partnership, JV Associate). Ownership, Management Control and BEE transactions: Enhancement of BEE Ownership and Management Control elements

where Youth Owned Enterprises/ Youth / Designated groups will form an integral part of 20 points available for Ownership element (BEE policy and strategic direction). Review and enhance the QSE framework where the elective elements will be lengthened from four to five. QSE to have two mandatory elements being Ownership and Management Control (Policy strategic direction). Ensure submission of recommendations on the preferred viable and sustainable BEE transaction instruments and investment structures. Ensure approval from the BEE Advisory Council Sub-Committee on Ownership for the implementation of pilot project in respect of the Retail Integration Programme (RIP) by the National Empowerment Fund (NEF). Ensure successful implementation of the JSE BEE Shares trading as a pilot project. Facilitate and co-ordinate workshops to Black Investors (around the country) on the critical importance of getting involved at Strategic Management Level, corporate governance, and adding value through meaningful participation at the Target Companies. Fronting Transactions: Ensure the establishment of conducive legislative framework to have a Fronting proclaimed as Criminal Offence with severe consequences. (BEE Act amended to criminalise Fronting). Ensure the development of a publicly available tool in which includes all Fronting offenders will be listed. Ensure development of a framework for Fronting which includes turnaround timeliness, steering committee, and a spread sheet to track progress and status of each case. Client Orientation and Customer focus: Ensure the development of internal work processes to improve customer service levels. Revitalise campaigning to encourage people to report fronting through clearly defined channels (only when Fronting has been criminalised). Engage with research, academic and relevant financial institutions. Ensure creation of a conducive channel for all stakeholders to give their contributions and interact with the BEE unit. Engage with customers on the dti's available incentive programmes. Stakeholder Relations Management: Ensure the development of a refined and enhanced stakeholder framework agreement. Conduct presentations to the Embassies, Business Chambers and other stakeholders on the BEE unit programmes. Establish key strategic relationships with TISA and IDD so as to enable the BEE unit to be part of the Trade Missions. Reporting: Ensure that the operational plan is reviewed on a quarterly basis. Ensure changes are aligned with departmental strategic business plan. Ensure annual reporting.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.

#### **OTHER POST**

**POST 41/122** : **ASSISTANT DIRECTOR: ICT PROCUREMENT & SUPPLIER MANAGEMENT REF NO: GSSSD/CIO 005**

Overview: Overview: To provide procurement services, ICT asset management, and supplier management within the Office of the Chief Information Officer.

**SALARY** : Commencing salary of R356 289 per annum (Level 09) (excluding benefits)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Mandatory requirements: Mandatory requirements: A three - year National Diploma / B Degree in Business Management and/or Financial Management. 3-5 years' relevant experience in Financial Management, and/or ICT environment within the public or private sector. Key requirements: Experience in IT administration, Supplier management and Procurement. Experience in ICT procurement. Experience in BAS and LOGIS. Programme and Project Management, Change management, Risk management and Stakeholder management. Knowledge of Public Service Regulations, PFMA, Public Service Act and Treasury Regulations. Communication skills (Written and verbal), Problem solving skills and Report writing skills. Service delivery innovation. Client orientation and customer focus.

**DUTIES** : Procurement of goods and services (Adherence and Compliance): Ensure compliance to Delegation of Powers. Ensure compliance to Treasury Regulations and the dti Policies. Ensure compliance to general control requirements. Provide advisory services to OCIO officials. Provide ad-hoc advice in terms of PFMA, PPPFA and Procurement policies compliance. Ensure compliance to SITA policies

on ICT services. Supply Chain Management (ICT Procurement management): Facilitation of procurement of goods and services. Assist with obtaining of quotations (RFQ process). Verify and compile Request for Quotation (RFQ) packs -Ensure compliance to PFMA and SCM policy. Administration of Orders (OCIO packs). Request memo's capturing. Administration of Tenders / specifications: Verify terms of reference (ToR), request for proposal (RFP), specifications document and request for information (RFI). Assist with supplier selection and price schedules. Tender adjudications. ICT Procurement: Asset Management: Consolidate the dti's IT equipment requirement plan. Implement a centralized bulk purchasing strategy. Liaise with IT Asset Manager regarding deliveries and distribution of assets to clients. Tracing, counting and verification of assets, e.g. computer equipment. Request, verify, consolidate and update ICT forecasts. Spot-checks on assets and reporting thereon. ICT Procurement: Supplier Management: Verify received ICT applications from units. Submission of correct ICT applications to the ICT Manager. Monitor, compile and register ICT applications. Monitor submitted ICT applications with business units and SCM. Administration of Orders (ICT equipment). Monitor and ensure adherence to ICT policy on purchasing of computer equipment. Monitor and follow up with service providers on prescribed price lists on SITA portal. Monitor and update the ICT application form quarterly. Ensure compliance to procurement ordering process. Reporting: Commitments reporting. Ensure relevant register is updated and monitored for the ToR, RFP, specifications document and RFI documents. ICT equipment reporting. Submission reporting. Ensure registers are updated. Customer relationship: Response handling on enquiries from internal and external clients. Ensure response handling and follow up actions. Attendance of meetings with clients – internal and external.

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**NOTE**

: In terms of the dti's EE requirements, preference will be given to Coloured female and White male candidates as well as people with disabilities.