

## 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** : 09 November 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 43/50** : **DEPUTY DIRECTOR - GENERAL: INDUSTRIAL DEVELOPMENT REF NO: IDD/DDG 001**

Overview: To provide strategic leadership in the development of Industrial policies and programmes.

- SALARY** : All-inclusive remuneration package of R1 446 378 per annum (Level 15)
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: A postgraduate degree (NQF Level 8) in Economics / Finance / Business Admin / Public Management. 8 – 10 year's relevant senior / executive management experience in industrial development / industrial policy environment. Key requirements: Experience in the field of research and economic policy development. Extensive knowledge and understanding of the South African and global economies. Cutting edge knowledge of the intellectual disciplines and organisational practices in this area of work. Extensive experience in developing and implementing strategies, policies, projects and programmes. The ability to interact diplomatically with heads of the public entities, heads of private enterprises, multinationals and heads of industry. A proven track record in the design and implementation of the Public Service delivery plans. A sound understanding of the interconnectedness of Government priorities, policies and strategies. A sound understanding of the Public Finance and relevant Human Resource legislation and regulations applicable to this function.

- DUTIES** : Annual Industrial Policy Action Plan: Oversee the development of the Industrial Policy Action Plan (IPAP) and all the programmes of the industrial Development Division. Report on implementation progress of the IPAP. Identify Constraints and shortcomings and recommend and implement corrective actions. Sectors/ sub-sectors: Oversee the development and roll-out of sector strategies and programmes. Oversee the development of new sector programmes through a dedicated programme of research, stakeholder engagement and implementation. Research and Policy Development and Capacity Building: Oversee industrial policy research and development for the Industrial Development Division. Oversee the preparation and finalisation of all Submissions and policy proposals from the Division to the Director-General and Minister. Oversee the implementation of capacity building programmes for the Division and other government stakeholders. Media interaction: Prepare statements for the Media Sections as and when necessary and interact with the media as instructed to provide a public face for the Industrial Development Division. Stakeholder management: Establish and implement high level stakeholder relations. Build relations within public, private sector and Industry Organizations and companies and International Organisations as appropriate to the work of the Division. Business Unit Management: Oversee and

manage the finance of the Division. Ensure compliance with PFMA requirements. Ensure that budget submissions and reports are submitted within the specified timelines. Ensure effective performance management in line with HR guidelines. Oversee the management, training and development of staff in accordance with Personal Development Plans and Divisional Training and Development plans. Establish clear performance criteria and service standards for staff.

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

**POST 43/51** : **DIRECTOR: LEGAL SERVICES REF NO: GSSSD/LEGAL 046**  
Overview: To manage and provide quality, effective and efficient legal services for the dti and its agencies.

**SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R1 005 063 per annum (Level 13)  
: Pretoria  
: Mandatory requirements: LLB degree and admitted as an attorney or Advocate of the Bar Council. 5 years ' relevant experience at a middle / senior managerial level in a legal environment. Key requirements: Experience in legal opinions. Experience in Legislative Framework on Litigation, Drafting of Contracts. Legislative drafting working knowledge of civil litigation, criminal procedure and practice, court rule. Experience in legal administration. Experience in financial management, stakeholder management, people management and empowerment. Knowledge and understanding of criminal procedure and practices. Strategic capability and leadership. Communication skills (Verbal and written), presentation skills, negotiation skills, planning and organising skills. Knowledge and understanding of Public Service Regulations, The Constitution, Case Law, Common Law, Public Service Act and Criminal Act.

**DUTIES** : Draft the legal Opinions based on research conducted. Oversee research conducted on legal principle. Liaise and consult with Counsel and service provider of outsourced legal opinions and the implementation of the Opinion. Manage and provide advice on Opinions concluded on contractual matters and/or as they relate to Contract Management and statutory matters. Oversee the drafting of Legal correspondence. Provide advice on PAJA and PAIA requests and opinion on internal appeals in terms of PAIA and PAJA. Manage Litigation on behalf of the department and against the department. Provide advice on litigation matters and court judgement. Manage the Institution and/or defending of all domestic and international court litigation. Conduct research on the applicable legal contractual and/or legislative provisions. Manage the drafting of Contract and Memorandum of Understanding. Conduct research on the applicable contractual and /or legislative provisions. Manage the impact of external Legislation into the operations of the dti. Liaise with stakeholders on legal matters. Draft and / or edit legal correspondence on all legal administrative enquiries. Conduct awareness on the implementation of legal interventions. Ensure that the briefings are prepared and court orders are implemented effectively. Manage financial resource and assets of the unit. Manage 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.

#### OTHER POST

**POST 43/52** : **DEPUTY DIRECTOR: PRODUCT DEVELOPMENT REF NO: IDAD/PROD DEV 004**  
Overview: To manage and provide technical advice on the development of incentive schemes 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 / Statistics with financial analysis. 3 – 5 years' relevant managerial experience in research and/or enterprise development environment. Key requirements: Experience in drafting incentive programmes guidelines. Experience in project management, people management and empowerment, financial management, reporting writing, stakeholder management and project management. Experience in reviewing of application and claim forms. Analytical skills, communications skills (verbal and written), research skills,

presentation skills, knowledge and information skills, conflict management, problem solving skills and planning and organising. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations. Proficient in MS Office packages.

**DUTIES**

: Draft Guidelines on New and Revised Incentive Programmes: Review proposal or concept document report incorporate findings onto the guidelines and ensure alignment to the dti policies. Draft guidelines for new and revised incentive programmes for Ministerial approval. Ensure that inputs from stakeholders are incorporated in guidelines. Draft a submission to the Minister for the approval of the new / revised guidelines. Facilitate the process of approval of guidelines and obtaining of all relevant signatures. Manage the handover process of the incentive to the Incentive Administration Unit and provide continuous technical advice and support on the interpretation of the guidelines. Project Management: Develop project plans to introduce the new incentives, upgrades or phase-out to existing incentive products. Identify relevant stakeholders for incentives and convene project teams. Develop performance indicators and manage the process of developing incentive schemes. Report on the progress of projects and ensure that milestones are achieved. Review Application and Claim Forms: Manage the application and claim form process and ensure that they have been designed in line with the requirements and provisions of the guidelines. Liaise with IT for the automation and editing of the application and claim forms. Check the final application and claim forms for user friendliness and flow. People Management and Empowerment: Identify the need for increasing staff capacity and the filling of vacancies. Management of the performance of ASD's and Interns. Ensure that the Employment Equity Plan for the Unit is implemented. Training and development of staff. Reporting: Implement and report on the Service Delivery Implementation Plan (SDIP) standards. Quarterly reporting on performance of projects. Contribute to the development of the Unit's Operational Plan on an annual basis. Financial Management: Technical analysis to determine financial resources required to implement incentives and programmes. Facilitate and budget for procurement process for research studies where studies have been provisioned.

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**NOTE**

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