

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** : 14 December 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).

OTHER POSTS

- POST 47/52** : **DEPUTY DIRECTOR: PERFORMANCE AUDIT REF NO: ODG/AUDIT 023**
Overview: To manage and conduct Performance Audit projects as per the annual internal audit coverage plan.
- SALARY CENTRE REQUIREMENTS** : R697 011 per annum (Level 11) (All-inclusive remuneration package)
: Pretoria
: Mandatory requirements: A three-year National Diploma/B Degree in Internal Auditing. 3 - 5 year's relevant managerial experience in an Internal / Performance audit environment. Key requirements: Experience in audit planning, consulting and advisory services. Experience in audit pre-engagement planning, execution and reporting. Experience in project management, financial management, planning and organising of audits and corporate governance - ethics, risk, fraud prevention and control. Knowledge and understanding of Public Service Regulations, Public Finance Management Act and Treasury Regulations. Business knowledge of the dti. Strategic capability (strategy development, implementation, monitoring and evaluation, people management & empowerment). Time management and negotiation skills, customer care skills, communication skills (Verbal & Written). Proficient in MS packages.
- DUTIES** : Provide inputs to the development / reviewing of internal audit methodology. Analyse the dti risk registers for the compilation of the performance audit coverage plan by November annually. Provide inputs into the development of the three (3) year rolling coverage plan and the annual Internal Audit coverage plan. Provide inputs to the development of the annual risk based performance audit coverage plan. Conduct performance information review on a quarterly basis. Compile / review all the audit planning and audit execution deliverables of all the performance audit projects. Oversee the drafting of system descriptions to inform the audit process. Compile / review the audit work plan, audit execution work and work papers on a regular basis. Manage the integrity and timelines of the execution of the performance audit plan projects. Compile/ review performance audit reports. Report to the Director on the status of the performance annual audit plan projects allocated to this position on a weekly basis. Train and develop staff reporting to this position on an ongoing basis. Ensure compliance to the chief directorate's audit methodology and procedures on an ongoing basis. Participate in the preparation of the report to the Chief Audit Executive on the directorate's status of the performance audit annual audit plan on a monthly basis. Manage the

consultant's / client relationships for all performance audits. Prepare and review packs documentation relating to performance audit. Summarise performance reports for submission to the audit committee. Provide input into the preparations of the quarterly progress report to the audit committee. Establish and maintain relations with all entities of the dti and external audit (AGSA).

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 female and Coloured male as well as people with disabilities.

POST 47/53 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: ODG/CFO 018**
Overview: To manage the internal control requirements in respect of the financial and supply chain management.

SALARY : R697 011 per annum (Level 11) (All-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : Mandatory requirements: A three-year National Diploma/B Degree in Financial Management / Accounting. 3-5 years' relevant managerial experience in financial management of which 3 years' experience must be in an Internal Control / Auditing / Financial Statements environment. Key requirements: Experience in identifying and implementing legislation controls. Experience in verification of processed transactions. Experience in reporting on financial controls and deviations. Experience in financial reporting and financial systems. Experience in financial management, stakeholder management, people management, project management, accounting processes and public sector financial management. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. A sound knowledge and understanding of Public Finance Management Act, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and other related regulations. Proficient in MS Packages.

DUTIES : Legislation Controls: Identify and manage all related legislation, regulations, accounting standards, policy directives and best practices in respect of financial and supply chain management. Provide up to date departmental policies relating to financial and supply chain management, including policy directives, accounting checklists, circulars and office instructions. Manage the implementation of, and communication to all staff regarding relevant policy directives, accounting standards and departmental policies. Verification of processed transactions: Manage the verification of monthly ledger reconciliations and inputs for the financial statements to assess policy compliance. Ensures follow-up actions to clear all transactions in ledger accounts, and the assessment of the relevance of balances in terms of associated accounting transactions, such as ledger accounts, creditor payments and interdepartmental claims. Manage the review of operations to ensure adherence to legislation, compliance requirements and accounting standards. Reporting on Financial Controls and Deviations: Manage the investigation of all expenditure exceptions (irregular and fruitless expenditure, losses and fraud), and perform complex investigations in consultation with forensic auditors and the SAPS. Quality Assure investigation reports and updated registers on expenditure exceptions. Ensures the accuracy and completeness of monthly, quarterly and annual financial statements-inputs relevant to the various operational areas. Manage the Reports to the Accounting Officer, Treasury, PFME, SCOA and auditors. Stakeholder Management: Manage the responses on information requests and audit findings relating to control deficiencies. Ensures the identification and implementation of corrective actions and preventative controls following audit findings. Liaison with Treasury, DPSC, PSC, and DPME on enquiries or ad hoc reports on financial performance. Sub-directorate Management: Monitor financial resources and assets of the sub-directorate. Manage the human resources of the sub-directorate. Provide inputs in to 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.

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

<u>POST 47/54</u>	:	<u>SENIOR LEGAL ADMIN OFFICER REF NO: CMSD/LEGAL 079</u> Overview: To render professional legal services for the department and the dti agencies.
<u>SALARY</u>	:	R448 269 - R1 084 437 per annum (All-inclusive remuneration package) in accordance with the OSD for legal personnel.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Mandatory requirements: An LLB degree and admission as an Attorney or Advocate (who is a member of the Bar Council of SA). 5 - 8 years' relevant legal experience in the private or public sector. Key requirements: Experience in providing legal opinions, advise on drafting, negotiating and vetting of the contracts. Experience in legal research, contract and legal drafting. Working knowledge of civil litigation, criminal procedure and practice, court rules (Constitutional court, Supreme Court of appeal, high courts, labour court, equality courts and magistrate court). Knowledge and understanding of civil and criminal procedure, trial advocacy, labour relations, disciplinary procedure, debt collections, law of contract, company, commercial and administrative law. Knowledge and understanding of Public Service Regulations, The Constitution, Case Law, Common Law, Public Service Act and Criminal Act. Knowledge and understanding of legal interpretation on legislation, policies, and procedures within the public services. Knowledge and understanding of South African legal system and the legal fraternity. Communication skills (Verbal and written), financial management, stakeholder management, project management, presentation skills, negotiation skills, interpersonal skills. Research skills, conflict resolution, policy analysis and trial advocacy.
<u>DUTIES</u>	:	Provide legal opinions on matters related to the department. Draft, negotiate, vetting and provide advice or legal opinion on contracts (Domestic and International). Draft and provide legal opinion or advice on all legislation currently administered by the dti. Management of litigation on behalf of the dti which include, liaising with Office of the State Attorney, Office of the State Law Advisor, Director of Public Prosecutions, Private Counsel on behalf of the dti and other stakeholders. Provide regular briefings to management on current legal matters. Provide researched written opinions as and when required. Liaise and coordinate with other departments on matters of mutual interest. Serve on internal committees when required. Perform administrative duties as per the requirements of the dti.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835.
<u>NOTE</u>	:	In terms of the dti's EE requirements, preference will be given to Indian and White candidates, Coloured females as well as people with disabilities.
<u>POST 47/55</u>	:	<u>INTERNAL AUDITOR REF NO: ODG/AUDIT 060</u> Overview: To conduct compliance audits within the dti in order to assist management in achieving risk management, control and governance objectives within their business units.
<u>SALARY</u>	:	Commencing salary of R299 709 per annum (Level 08) excluding benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Mandatory requirements: A three-year National Diploma in Auditing / B Com Degree with at least auditing and accounting as major subjects. 3 - 5 year's relevant experience in an auditing environment. Key requirements: Experience in planning for compliance audits. Experience in the execution of and reporting on compliance audits. Experience in TeamMate auditing tool. Willingness to work overtime, travel locally and internationally as and when required. Planning and organising skills, ability to pay attention to detail, problem solving skills and time management skills. Knowledge and understanding of PFMA, Treasury Regulations, IIA standards and practices. Proficient in MS packages.
<u>DUTIES</u>	:	Compile and submit all relevant planning documents required during the planning phase i.e engagement letter. Set up meetings with management to discuss the engagement letter. Compile planning working papers i.e. system description and audit program. Execution of audit procedures, testing the design and implementation of the controls. Compilation, confirming and issuing of audit

exceptions. Compile valid audit findings. Conduct meetings with the line manager to settle disagreements regarding audit findings. Compilation of Executive Summaries; Audit Committee Summaries and Risk Schedule for each audit project. Set up exit meetings with management to discuss the draft report for each compliance audit. Take responsibility for routine administration associated with the job.

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 Male candidates as well as people with disabilities.