

## 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** : 21 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](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).

## OTHER POSTS

- POST 49/54** : **PROJECT & OFFICE MANAGER REF NO: GSSSD/DDG 007**  
Overview: To provide effective Project Management support to the Corporate Management Services Division (CMSD) and effective management of the office of the DDG: CMSD.
- SALARY CENTRE REQUIREMENTS** : R826 053 per annum Level 12 (All-inclusive remuneration package)  
: Pretoria  
: Mandatory requirements: A three-year National Diploma / Bachelor's Degree in Project Management and Administration. 3 - 5 year's relevant managerial experience in managing office administration projects. Key requirements: Experience in the application of project management tools and methodologies. Experience in working with MS Project. Financial management experience, research writing and report analysis. Excellent managerial and interpersonal skills for managing clients and project resources. Report writing skills, communication skills (verbal and written), planning and organising skills, results oriented, analytical and problem-solving skills, strategic planning and management. A sound knowledge and understanding of Public Service Regulation, Public Service Act, Public Finance Management Act and Treasury Regulations. Proficient in MS Office packages.
- DUTIES** : Ensuring operational effectiveness of the Office of the DDG. Developing and implementing a standardised project management methodology for the Corporate Management Services Division (CMSD). Ensuring that project plans are developed for deliverables as per the annual business plan. Monitoring the implementation of activities and milestones as per the approved CMSD business plan. Evaluating and reporting on the quality of progress reports as well as ensuring that the reports are aligned with agreed milestones. Overseeing the implementation of resolutions taken at meetings chaired by the Deputy Director-General. Assisting with minute-taking for project meetings.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.
- NOTE** : In terms of the dti's EE requirements, preference will be given to African and Coloured female, White male candidates as well as persons with disabilities.

<b><u>POST 49/55</u></b>	:	<p><b><u>DEPUTY DIRECTOR: INSTITUTIONAL MANAGEMENT REF NO: CCRD/INST M 002</u></b></p> <p>Overview: To identify, develop and review strategies and policies related to regulatory performance and institutional management and manage projects located in institutions and related to institutional capacity- building and funding mechanisms.</p>
<b><u>SALARY</u></b>	:	R697 011 per annum Level 11 (All-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	<p>Mandatory requirements: A three - year National Diploma/ B. Degree in Law / Economics / Business Administration.3 - 5 years' relevant managerial experience in Agency Management. Key requirements: Experience in the development and reviewing of strategies and policies. Experience in monitoring and evaluation of institutional performance. Experience in project management, report writing, research and policy analysis, stakeholder management and financial management. Communication Skills (Verbal and Written), strategy capacity and leadership, knowledge and information management, strategic thinking skills, client orientation and customer focus. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations. Knowledge of regulatory and legislative framework. Willing to travel and work overtime as and when required. Valid driver's licence.</p>
<b><u>DUTIES</u></b>	:	<p>Develop and review identified strategies and policies related to regulatory performance and institutional management: Facilitate in conducting research, identify best practice in area of regulation and regulatory services and develop appropriate policies and strategies. Conduct benchmark studies on regulatory services and institutions locally and internationally. Implement developed service standards in the area of regulation, monitor and evaluate performance of institutions. Provide administrative support on all aspects of institutions reporting to the division: Update and manage systems, procedures and guidelines for the effective management of institutions and to co-ordinate the timely submission of budgets and business plans of institutions. Implement the review of institutions budgets and business plans and manage the drafting, approval and signing of shareholder compacts after approval has been granted. Prepare timeously documentation for the transfer of payments and monitor institutional expenditure and monitor compliance with PFMA requirements, including the submission of all reporting requirements. Facilitate the appointment of board members and manage all processes and approvals necessary. Facilitate in partnership with ODG on all issues with regard to institutional management aligned to the Framework. Facilitate in the co-ordination of strategic, policy issues and directives: Produce reports on regulatory COTII institutions reporting to the division. Consolidate divisional inputs for COTII meetings aligned to CCRD. Communicate strategic and policy issues to COTII institutions aligned to CCRD. Implement projects related to capacity-building and funding mechanisms located in institutions: Manage all relevant payments in respect of such projects. Identify, research and develop capacity-building and funding mechanisms for institutions. Facilitate the implementation of projects located in institutions on behalf of the dti. Manage all relevant payments in respect of such projects. Identify, research and develop capacity-building and funding mechanisms for institutions. Monitoring and Evaluation on the performance of CCRD institutions: Conduct evaluation of CCRD institutions. Conduct strategy analysis of CCRD institutions. Identify operational needs of CCRD institutions. Measure the impact of performance of CCRD institutions.</p>
<b><u>ENQUIRIES</u></b>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: 012 394 1809/1835.
<b><u>NOTE</u></b>	:	In terms of the dti's EE requirements, preference will be given to Indian female, Coloured and White candidates as well as people with disabilities.
<b><u>POST 49/56</u></b>	:	<p><b><u>ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: GSSSD/ER 018</u></b></p> <p>Overview: To provide specialist labour law support in relation to the field of Employment Law and Employment Relations in the dti.</p>
<b><u>SALARY</u></b>	:	Commencing salary of R444 693 per annum (Level 10) (excluding benefits)

**CENTRE  
REQUIREMENTS**

: Pretoria  
: Mandatory requirements: A three-year National Diploma / B Degree in Labour Law. 3 - 5 year's relevant experience in Labour Law / Employment Relations environment. Key requirements: Experience in managing discipline, grievances and disputes. Experience in conducting training, stakeholder management, compiling statistical reports, facilitation of workplace fora, corporate governance, research and analysis and policy development. Sound knowledge and understanding of Labour Relations Act, Employment Relations Act, Public Service Regulations, Public Service Act, Public Finance Management Act, Treasury Regulations and Companies Act. Communication skills (verbal and written), presentation skills, interpersonal skills, planning and organising, client orientation, conflict resolutions skills, problem solving skills and negotiation skills. Proficient in MS Packages.

**DUTIES**

: Management of discipline, grievances and disputes: Provide verbal and written advice on all labour related matters within the dti. Provide advice on all legislation and policies currently administered by the dti impacting the employment relationship. Draft opinions relating to employment relations matters within the dti. Provide advice and manage resolution of employee related discipline in the dti. Advise the dti on dispute resolution. Represent the dti at various Labour Dispute Resolution Forums, including the GPSSBC, PSCBC, PSC, CCM, etc. Compile bundle of documents and prepare witnesses. Draft documents and/or pleadings, leading of evidence in the bargaining councils. Brief and consult with appointed counsel through the state attorney. Review final documentation prepared by counsel and/or the state attorney. Provide advice to the dti agencies on the labour relations matters. Management of grievance resolution loaded by staff members. Facilitate the appointment of mediators to resolve labour disputes within the dti. Compile progress reports on the mediation process. Investigate misconduct cases and represent the dti in the disciplinary enquiries / formal and informal. Stakeholder management: Liaise with Office of the State Attorneys, State Law Advisors, counsel and the DPSA on behalf of the dti when required for allocated divisions. Co-ordinate with other government departments on matters of mutual interest. Co-ordinate and ensure the implementation of collective agreements, resolutions and labour policies. Liaise with auditors / forensic auditors for allocated divisions, providing review of forensic documentation. Co-ordinate the preparation of cases referred to the various Labour Dispute Resolution Forums, including the GPSSBC, PSCBC, PSC, CCMA, etc. Co-ordinate both the conciliation and arbitration processes. Liaise with managers and senior management by providing advice on identified matters. Leading of evidence and representing the department at internal enquiries. Facilitate poor work performance management programmes in the dti. Training: Conduct training on the, code of conduct for the Public Service, management of discipline and management of incapacity related ill-health. Provide regular briefings and training to management on current Labour / Employment Law for allocated divisions. Provide training to all members to the workplace fora committees. Information management: Compile monthly, quarterly and annual statistical reports on ER related matters, in order to maintain Employment Relations database, analyse trends and provide recommendations to the dti. Gather and update case law database. Oversee and assist in the management of all accounts pertaining to outsourced legal matters, processing legal support. Keep database of all Employment Relations matters on the system. Compile and analyse misconduct cases for the dti. Establish and maintain structures for on-going consultation / interaction with trade unions and employee participation in decision-making processes in the workplace. Ensure the application of prescribed procedures and ensure compliance to prescribed time frames. Secretariat/Administrative functions: Provide secretariat services for ill-health meetings and all divisional workplace fora committee meetings. Prepare submissions on matters pertaining to ill-health matters and poor performance. Perform secretariat functions for all divisional workplace fora committee meetings. Regular review of workplace fora Framework and the Terms of Reference as per the review clause. Research: Conduct research on the latest trends available in the field of Employment Relations. Policy development: Review and assist with policy development. Maintain Employment Relations policy. Sub directorate management: Monitor, coach and provide support to all interns and support

personnel on labour related matters. Provide inputs into strategic planning of the unit and execution of the operational plan.

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