

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** : 04 January 2019
- 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 50/66** : **CHIEF DIRECTOR: TEXTILES, CLOTHING, LEATHER & FOOTWEAR REF NO: IDD/CTL&FW 001**
Overview: To provide strategic leadership and management to the Textiles, Clothing, Leather & Footwear Chief Directorate within the Industrial Development Division.
- SALARY CENTRE REQUIREMENTS** : R1 189 338 per annum (Level 14) (All-inclusive remuneration package)
: Pretoria
: Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics / Textiles / Footwear Technology. 5 years' relevant senior managerial experience in an economic policy development environment in the public or private sector. Key requirements: Relevant experience in the sector. Experience in the development and implementation of economic policies and strategies. Experience in the coordination and development of industrial development interventions. Experience in monitoring and evaluation. Experience in stakeholder management, financial management, people management, project management, strategic capability and leadership. Presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of IPAP, Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations.
- DUTIES** : Strategy and planning: Manage strategic planning for the chief directorate. Direct, manage and transform the chief directorate into a highly effective Textiles, Clothing, Leather & Footwear unit for inclusion in the Industrial Policy Action plan. Establish clear performance criteria and service standards for staff. Design and implement strategies and action plans in the sectors incorporated in the Industrial Policy Action Plan. Coordination and development of interventions: Provide guidance to develop and manage systems, policies and procedures to ensure effective and efficient growth of Textiles, Clothing, Leather and Footwear. Lead the coordination and development of interventions in line with Textiles, Clothing, Leather and Footwear priorities. Identify and address challenges faced by Textiles, Clothing, Leather and Footwear sector. Conduct research and implement business processes. Monitoring and evaluation: Monitoring performance of the chief directorate monitored against business and project plans and corrective measures introduced where necessary. Ensure compliance with integrated performance reporting system including high level dashboard reporting. Monitor and evaluate

strategy implemented in the Textiles, Clothing, Leather and Footwear Chief Directorate. Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area of Textiles, Clothing, Leather and Footwear. Engage in an ongoing interaction with key stakeholders. Manage the relationships with key stakeholders in the order to ensure implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Financial management: Expenditure management. Ensure compliance with PFMA requirements at all times. Ensure that budget submissions and reports are submitted within the specified timelines. People management: Conduct human resource forecasting. Effective performance management in line with HR guidelines. Training and development of staff in accordance with Personal Development Plans and Divisional Training and Development Plans.

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

OTHER POSTS

POST 50/67 : **DEPUTY DIRECTOR: AUTOMOTIVE REF NO: IDD/AUTOMOTIVE 008**
 Overview: To develop, advise and provide technical support for the Motor Assembly policies, strategies and programmes.

SALARY CENTRE REQUIREMENTS : R826 053 per annum (Level 12) (All-inclusive remuneration package)
 : Pretoria
 : Mandatory requirements: A three - year National Diploma/ B. Degree in Economics / Industrial Policy / related engineering. 3 - 5 years' relevant managerial experience in an economic policy / automotive sector / industrial policy environment. Key requirements: Experience in policy development and implementation of strategies. Experience in stakeholder management, financial management and project management. Experience in conducting economic research and analysis. Experience in monitoring and evaluation. 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. Business knowledge of the dti. Proficient in MS Office packages.

DUTIES : Develop and review strategies, policies and procedures: Develop and review Motor Assembly 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 Motor Assembly that have potential growth. Provide technical inputs into the strategic direction of the unit. Provide technical inputs to the development and implementation of Motor Assembly development programs. Provide support in the implementation of policies and strategies. Stakeholder Management: Work closely with other units within the dti and other departments involved in the Motor Assembly 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 Motor Assembly 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 Motor Assembly sector and recommend appropriate policies and strategies. Consolidate all research findings to formulate Motor Assembly policies, procedures and strategy in line with Industrial Policy Action Plan. Conduct research on issues related to competitiveness and development of Motor Assembly sector. Provide support in

the analysis of Motor Assembly sector. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Conduct annual reviews with regards to the impact of Motor Assembly interventions and prepare reports. Coordinate all administrative aspects: Handle all enquiries and requests regarding Motor Assembly initiatives. Provide inputs on divisional budget and business plans in respect of Cosmetics. Compile progress reports on a monthly basis on the projects with regard to timelines and budgets. Ensure the maintenance of effective internal administration of the unit. Establish and maintain an electronic database for Motor Assembly sector analysis reports. Implementation of sector development interventions: Support the implementation of sector development interventions.

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 Coloured and Indian male, White candidates as well as people with disabilities.

POST 50/68 : **DEPUTY DIRECTOR: ECONOMIC INFRASTRUCTURE & LOGISTIC REF NO: SEZET/EIL 007**

Overview: To manage the development of economic infrastructure and the efficiency of economic logistics along various economic development corridors by designing and implementing policies, programmes and strategies.

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 Economics / Development. 3 - 5 years' relevant managerial experience in an entrepreneurship and business development environment. Key requirements: Experience in the development and implementation of market access policies, programmes and strategies. Experience in policy analysis and development. Experience in research and analysis, monitoring and evaluation, stakeholder management, financial management, people management, programme and project management, report writing and analysis. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills and Interpersonal skills. Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act. Business knowledge of the dti. Willingness to travel domestically and internationally, and to work overtime as and when required.

DUTIES : Conceptualise a broad framework for SMME's on business infrastructure with recommendation for implementation. Develop strategies for appointed SMME asset base, and provide in road construction and maintenance to access to support mechanisms. Manage the research and analysis on opportunities economic infrastructure and logistics space and manage the database of all researched information. Map the Economic Infrastructure by unpacking the opportunities for enterprise development within the rail sector of SIPS. Provide inputs for the development of strategies and programmes. Identify service providers to conduct feasibility studies on market access. Promote SADC's air cargo, rail, energy, water and pipeline sectors and investigate the feasibility of establishing a northern aviation hub in Africa, including associated industrialisation opportunities. Develop a framework for economic infrastructure and logistics projects such as North-South Corridor, SIPs, Freight Logistics, etc. Provide inputs in preparation of submissions or work documents for the department by the Economic Infrastructure and Logistics unit. Conduct site visits. Analyse the impact and draft reports on Infrastructure Investment, regulatory reform and logistics efficiency on Foreign Direct Investments (FDIs). Report on the state of SA's infrastructure and logistics networks and trade policy. Build stakeholder relationship with departments such as Transport and Public Enterprise and agencies e.g Transnet. Communicate with private sector stakeholders to address logistics challenges/supply chain and economic infrastructure needs. Link market opportunities with all stakeholders. Maintain bi-lateral and multilateral stakeholder's relations and address customer queries and provide feedback.

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<u>POST 50/69</u>	:	<p><u>ASSISTANT DIRECTOR: TRANSVERSAL MANAGEMENT & DEVELOPMENT</u> <u>REF NO: CMSD/LC 009</u> Overview: To implement the delivery of Transversal, Management and Leadership programmes.</p>
<u>SALARY</u>	:	Commencing salary of R444 693 per annum (Level 10) excluding benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Mandatory requirements: A three - year National Diploma / B Degree in Human Resource Development / Management. 3 - 5 years' relevant experience in a Human Resource Development environment. Key requirements: Experience in coordinating the delivery of transversal, management, leadership, mentoring and coaching programmes. Experience in financial management, project management, report writing, stakeholder management, training and development. Communication skills (verbal and written), presentation skills, research skills, facilitation skills, learning and development principles and methodologies, planning and organising, finance & non-financial management, mentoring and coaching. Knowledge and understanding of Human Resources Development strategy in the Public Service, Skills Development Act, Skills Levy Act, Supply Chain Management, Treasury Regulations and Public Finance Management. Proficient in MS Office packages. Willingness to travel as and when required.
<u>DUTIES</u>	:	Coordinate the delivery of Transversal Programmes: Conduct research and bench-marking advice on transversal programmes best practice. Facilitate the procurement of services providers for the delivery of transversal programmes i.e draft Terms of Reference, arrange adjudication meetings, compile submissions for approval of the delivery of training programmes, facilitate briefing sessions, facilitate the contracting of service providers. Establish and build partnerships with the dti business units, role players and external stakeholders. Provide advice on the implementation of transversal programmes. Market and communicate transversal training programmes internally. Compile monthly, quarterly and annually programme evaluation reports. Assisting with reviewing of manuals. Coordinate the delivery of Management and Leadership programmes: Liaise with National School of Government and other training institutions on available Management and Leadership programmes. Market and communicate available Management and Leadership programmes internally. Facilitate the nomination process for participating in learning programmes. Facilitate the procurement of the National School of Government and other training institutions on the delivering of Management and Leadership programmes. Give advice on the implementation of Management and Leadership programmes. Compile monthly, quarterly and annually programmes evaluation reports. Mentoring and coaching programme: Conduct research and benchmark on similar programme. Create awareness of the programme. Develop mentoring and coaching agreements. Conduct need analysis. Identify and match mentors and mentees. Coordinate training of mentors and mentees. Evaluate the impact of the programme. Financial Management: Facilitate the auditing of all records and payment made. Reviews and monitor the budget to ensure that the required financial procedures are adhered to. Provide budget input to the Deputy Director. Facilitate the payment of service providers in accordance with PFMA and Treasury Regulations. Ensure that invoices are corresponding with approved submission and order issued. Identify risk and incorporates specific activities to overcome or reduce the risks. Provide inputs into potential fruitless expenditure & audit findings.
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<u>NOTE</u>	:	In terms of the dti's EE requirements, preference will be given to African and White male, Indian and Coloured female candidates as well as people with disabilities.