The Department of Science and Technology is an affirmative action employer and people with disabilities are encouraged to apply for these positions.

APPLICATIONS: The Chief Director: Human Resources, Private Bag X894, Pretoria, 0001, or hand-deliver them to the Department at Building 53, CSIR Campus, Meiring Naudé Road, Brummeria. (Applicants must bring ID/ Driver’s license/ passport to get access to the department).

CLOSING DATE: 29 March 2019

NOTE: Applications must be accompanied by a signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. Correspondence will be limited to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make an appointment, to withdraw, re-advertise or fill by way of transfer or deployment if in the interests of service delivery. Suitable candidates will be subjected to personnel suitability checks while confirmation of permanent appointment will be subject to the applicant receiving a positive security clearance and confirmation of the applicant’s qualifications. All shortlisted candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise and the Department will communicate logistics. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency-based assessment and using the mandated DPSA SMS competency-assessment tools).

MANAGEMENT ECHelon

POST 10/52: DIRECTOR: INNOVATION POLICY RESEARCH

SALARY: R1 005 063 - R1 183 932 per annum (all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A bachelor's or undergraduate degree (minimum NQF level 7). A qualification in Innovation Policy Development will be an added advantage. Knowledge of and experience in national and international innovation systems analysis. Best practice in innovation instrument design, Understanding of research and innovation management processes. Practical understanding of the role of science and technology innovation in socio-economic growth. In-depth knowledge of government policy and systems. Incumbent must have interpersonal, negotiations, networking and advanced communication skills. Project planning, implementation and evaluation skills. Project and financial management skills. Personal attributes should include high degree of motivation and initiative thinking, ability to lead, be able to participate as a member of cross functional and multidisciplinary teams. Be able to work under pressure and work with a range of diverse stakeholders and to manage potential conflict.

DUTIES: Manage innovation policy and technology commercialisation research projects. Manage national and international policy research in respect of innovation and knowledge economy development trends. Manage strategic business and market intelligence gathering, analysis and dissemination. Strategic management including people management and empowerment and financial management.

ENQUIRIES: Mr Johan Jansen van Rensburg Tel No: 012 843 6701
OTHER POSTS

POST 10/53 : DEPUTY DIRECTOR: GREEN ECONOMY

SALARY : R697 011 - R821 052 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Bachelor’s degree (minimum NQF level 6) in a Scientific or economic discipline. A postgraduate degree would be an advantage. Minimum of three years’ experience in policy, strategy and monitoring and evaluation within an innovation-driven environment or relevant industrial/commercial or public service experience. The candidate must have an excellent knowledge of green and climate technologies. Knowledge of the Green/ Circular economy sector in South Africa (both supply and demand issues), knowledge of industrial development policies, frameworks and support programmes. Innovation strategy and policy. Understanding of public service budgeting, financial management and human resources management. Knowledge of international developments and governance arrangements as it applies to the green/circular economy space. The incumbent must have policy and strategic formulation skills, Research and analytical skills. Communication and presentation skills. Management, negotiation, business-planning skills. Financial Management. Able to work with diverse range of people. Position and highlight the links between the efforts and interventions of the DST and the development priorities of South Africa.


ENQUIRIES : Mr Johan Jansen van Rensburg Tel No: 012 843 6701

POST 10/54 : DEPUTY DIRECTOR: SCIENCE AND TECHNOLOGY INDICATORS

SALARY : R697 011 - R821 052 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Bachelor’s degree (minimum NQF level 6) in Statistics and Economics. At least three years’ experience in the field of statistics or policy analysis. Understanding of the National System of Innovation and the role of science and technology indicators. The incumbent must have analytical and research skills, supported by working knowledge of statistical software package. Must have problem solving, communication and negotiation skills, attention to detail. Client orientation and ability to work individually and as part of a team. Knowledge of Public Service Act and Regulations, Public Financial Management Act and the South African Statistical Quality Assessment Framework (SASQAF).

DUTIES : Provide support in coordination, monitoring and facilitation of national STI surveys e.g. Research & Development survey, Business Innovation survey, etc. Facilitate statistical quality assessment for the R&D Survey, with Statistics South Africa and other external parties. Facilitate approval of business plans and monitor performance of DST funded projects from service providers. Analyse results of national STI surveys, formulate briefings and present recommendations to Departmental leadership and relevant external structures. Support the reviews to shape the requirements for STI measurement in South Africa. Stakeholder engagements i.e. disseminate information, facilitate workshops and consultations with stakeholders and user communities of STI indicators. Provide strategic support to the directorate.

ENQUIRIES : Ms Lerato Maduna Tel No: 012 843 6709

POST 10/55 : DEPUTY DIRECTOR: TECHNOLOGY LOCALISATION AND PUBLIC INFRASTRUCTURE

SALARY : R697 011 - R821 052 per annum (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma or Bachelor’s degree (minimum NQF level 6) in Engineering/ Natural Science. A qualification in Project Management of at least one year, and
policy, strategy and monitoring and evaluation experience will be an added advantage. At least three years’ experience in the industry with additional work experience at a Science Council/Government and/or Government Agencies such as Technology Innovation Agency or Industrial Development Corporation of SA etc. Knowledge of the national systems of innovation, the departmental policies. Understanding of sector technology assessment, industrial development paradigms. Knowledge of national economic development, strategic procurement practices. Public service budgeting, financial management and human resource management. The incumbent must have communication, business planning and project management skills. Must have policy and strategy formulation skills, Report writing and project management skills. Must be able to work under pressure and individually or as part of a team. The candidate must be proactive, articulate and be able to gather and analyse information.

**DUTIES**

Implementation of the technology localisation strategy in partnership with key departments and state owned companies (SOCs) including Original Equipment Manufacturers (OEMs). Coordinate and assist in strengthen the strategic positioning of the Technology Localisation Programme (TLP). Facilitate stakeholder engagements. Monitoring and Evaluation of the TLP elements/instruments implementation including the Experiential Training Programme (ETP). Provide strategic and operational support to the directorate.

**ENQUIRIES**

Ms Lerato Maduna Tel No: 012 843 6709

**POST 10/56**

**DEPUTY DIRECTOR: INTERNAL AUDIT**

**SALARY**

R697 011 - R821 052 per annum (all-inclusive remuneration package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A National Diploma or Bachelor’s degree in Audit (minimum NQF level 6). Registration as a Certified Internal Auditor or (Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP) is an added advantage. Minimum three years’ working experience at a supervisory level Assistant Director (ASD) is an added advantage. The candidate must have good knowledge of the standards for the Professional Practice of Internal Auditing and the Code of Ethics developed by the Institute of Internal Auditing, Performance standards and procedures, sound knowledge of Public Finance Management Act (PFMA) and risk-based internal auditing. Essential skills are required in the areas of collecting and analysing data, evaluating information and systems and drawing logical conclusions, planning and project management, negotiation and problem-solving, verbal and written communication skills. The incumbent must be able to establish and maintain harmonious working relationships with co-workers, to work effectively in a professional manner. Ability to be self-manage and maintain composure when under pressure.

**DUTIES**

Risk based audit planning. Audit engagement execution. Internal audit reporting. Database completed with agreed management action plans. Continuous professional development and completion of adhoc task.

**ENQUIRIES**

Ms Nontobeko Nkosi Tel No: 012 843 6861

**POST 10/57**

**DEPUTY DIRECTOR: IN YEAR MONITORING (MONITORING AND EVALUATION)**

**SALARY**

R697 011 - R821 052 per annum (all-inclusive remuneration package)

**CENTRE**

Pretoria

**REQUIREMENTS**

A National Diploma or Bachelor’s degree (minimum NQF 6) in Science, Economics, Social Sciences or Developmental Studies. A minimum three years’ working experience in project or programme management, monitoring and evaluation or related. The candidate must have good knowledge and understanding of the development, implementation and monitoring of performance management systems, including impact assessment. Monitoring and evaluation principles, tools and methods. Essential skills are required in the areas of policy, strategy, legislative analysis, interpretation, communication (including report writing), problem solving, analytic, financial and people management and development skills. The incumbent must be able to work independently and as part of a team player and be innovative.

ENQUIRIES: Ms Nontobeko Nkosi Tel No: 012 843 6861

POST 10/58:

DEPUTY DIRECTOR: WORKPLACE PREPARATION PROGRAMMES

SALARY: R697 011 - R821 052 per annum (all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A National Diploma or Bachelor’s degree in Science (minimum NQF 6). An honours degree in Science will be an added advantage. Minimum three years working experience in academic support areas in higher education sector or research environment. Understanding of the national system of innovation and government policies on human resource development. Essential skills required: research, project management, financial management, policy development and analysis, and communication (written and verbal). The candidate must have the ability to work well with diverse people, communicate with key stakeholder in a professional manner and pay attention to detail.

DUTIES: Formulate, develop and maintain workplace preparation programmes aimed at building human capital pipeline to contribute to increased availability of researchers and innovators. Develop and coordinate policies and guidelines aimed at increasing the efficiency of the system with regard to workplace preparation programmes. Monitor and evaluate workplace preparation programmes. Contribute to policy, strategic and legislative oversight of the National Research Foundation. Provide strategic and operational support to other activities of the Research Support Directorate that feed into the broader department and Ministry activities.

ENQUIRIES: Ms Dolly Masuku Tel No: (012) 843 6692

POST 10/59:

DEPUTY DIRECTOR: MARINE AND PALAEOSCIENCES

SALARY: R697 011 - R821 052 per annum (all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: National Diploma or Bachelor’s Degree in Natural or Science (minimum NQF 6). Minimum three years’ experience in a science, engineering and technology environment with exposure in project management. Good knowledge of the national system of innovation, knowledge of the national research and development strategy and science platforms, broad palaeosciences research landscape and understanding of government legislation e.g. Public Service Act and Regulations and Public Finance Management Act. Essential skills required project management, negotiation, communication, financial management, research management, organising and computer. The candidate must be energetic and creative, be able to initiate work and be prepared to travel extensively, have the ability to work individually and as part of a team, work under pressure and communicate with key stakeholders in a professional manner.

DUTIES: Review and monitor suitable instrument which will govern and manage the development of Palaeoscience in South Africa. Facilitate public awareness and engagement in Palaeoscience. Manage stakeholders’ engagements. Provide strategic and operational support to other activities of the research support Directorate or Chief Directorate that feed into the broader Departments and Ministry activities.

ENQUIRIES: Ms Dolly Masuku Tel No: (012) 843 6692

POST 10/60:

ASSISTANT DIRECTOR: SCIENCE TECHNOLOGY AND INNOVATION (STI)
INFORMATION PORTAL

SALARY: R356 289 per annum

CENTRE: Pretoria

**DUTIES**: Receiving of datasets and information from identified sources. Extraction, cleaning and transformation of data and information. Design, maintenance and improvement of data tables.

**ENQUIRIES**: Ms Tshiamo Letswalo Tel No: 012 843 6675

**POST 10/61**: ASSISTANT DIRECTOR: IT INFRASTRUCTURE

**SALARY**: R356 289 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: A National diploma or Bachelors degree in Information Technology (IT) (minimum NQF level 6). A+, LPI, CCNA, RHCE, N+ will be an added advantage. Two years related experience in IT infrastructure. Knowledge of Data Centre Management, network Infrastructure and VOIP communications. Knowledge and understanding of procedures and standards, including active directory, group policies, MS Exchange, core switching/routing, SSL/IPSec, SAN, virtualization, business continuity, disaster recovery. Routing and switching hands-on experience troubleshooting hardware such as servers, routers, bridges, switches, hubs, modems, network interface cards. Knowledge and understanding of Public Service Regulation and Public Finance Management Act (PFMA). Essential skills required Networking and operating systems skills, presentation of ideas in IT Infrastructure, data centre management and telecommunications principles. Cabling and telephony systems. Planning and coordination skills, Computer literacy skills, communication skills. Candidate must be Interpersonal relation. Able to conduct basic research into networking issues and products as required. Ability to prioritize and execute tasks in a high-pressure environment and make sound decisions in emergency situations. Proven analytical and problem-solving abilities. Ability to work as part of a team and have customer service orientation.

**DUTIES**: Implement and maintain DST Network infrastructure. Implement and maintain telecommunication and audio visuals system. Provide second level desktop support. Verify inventory of all IT related hardware. Implement and maintain local area network backbone.

**ENQUIRIES**: Ms Dolly Masuku Tel No: (012)843 6692

**POST 10/62**: FACILITIES PRACTITIONER

**SALARY**: R299 709 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**: A National diploma in electrical or plumbing or N3 in electrical or plumbing with trade test. One-year relevant experience in building maintenance. Knowledge and understanding of contract management, logistical management, supply chain management (SCM) processes, Occupational Health and Safety Act, Public Finance Management Act and computer literacy. Essential skills required are good interpersonal, leadership, managerial, training people, conflict management, clients relations, communication (verbal and written) management, team development, time management and electrical and plumbing. Candidate must be inspired, motivated, and interactive and must have sound communication skills, must be flexible, reliable, honest, and innovative and have ability to work under pressure and make decisions within area of responsibility.
**DUTIES**

- Manage the services rendered by contractors. Ensure building inspections. Attend to office space allocation requests. Facilitate payment of service providers.
- Manage human resources.

**ENQUIRIES**

- Mr Elvis Kgoale Tel No: (012) 843 6409

**POST 10/63**

- MAINTENANCE OFFICER

**SALARY**

- R163 563 per annum

**CENTRE**

- Pretoria

**REQUIREMENTS**

- National Senior Certificate (Grade 12) plus N3 with trade test in electrical engineering. One-year experience in fixing and connecting electrical faults. Knowledge of plumbing, carpentry and a valid driver's license will be an added advantage. In-depth knowledge on electricity compliance certificate, as well as deep knowledge of electric appliances. Skills required: Problem solving skills, interpersonal skills, communication skills, planning and organizing skills. The candidate must be willing to assist and work after hours and during weekends, must have the ability to work individually and as part of the team and must be self-driven and innovative.

**DUTIES**

- Undertake routine maintenance of the building. Provide repair and maintenance services. Remove, clean and replace filters. Attend to emergency calls with regard to electricity and plumbing in the department. Assist with furniture removal and arranging workstations.

**ENQUIRIES**

- Mr Elvis Kgoale Tel No: (012) 843 6409