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: 23 April 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 13/44: CHIEF DIRECTOR: BROADENING PARTICIPATION INCENTIVE REF NO: IDAD/BPI 001
Overview: To provide strategic leadership and management of Incentive Programmes under the Chief Directorate Broadening Participation Incentive within IDAD.

SALARY: R1 189 338 per annum (Level 14) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: Mandatory requirements: An undergraduate qualification (NQF Level 7) in Economics / Finance / Public Management. 5 years’ relevant senior managerial experience in an economic environment. Key requirements: Experience in incentive & programme management and monitoring thereof. Experience in coordination, development and management of systems, policies and procedures for continuous improvement. Experience in financial management, strategic management, project management, stakeholder management, change management, people management and empowerment. Experience in research and analysis. Experience in the management of a directorate. Knowledge and understanding of Public Service act, Public Service Regulations, PFMA and Treasury regulations. Communication skills (Verbal and Written), mentoring and coaching. Proficient in MS Office packages.

DUTIES: Strategy and Planning: Provide strategic leadership to the development, management and implementation of the operational plan for the Chief Directorate for relevant incentive schemes. Oversee the development of the operational and risk registers for the Chief Directorate and report on implementation progress. Communicate clear performance criteria and service standards for incentives administered by the Chief Directorate and oversee the compliance thereof. Leading, coordination and management of interventions: Lead, co-ordinate, provide guidance to develop and manage systems, policies and procedures for continuous improvement. Review and implement business processes of incentives. Oversee the development of automation of Black Industrialist (BI) systems. Identify and lead the implementation of improving applications and claims documentation and templates for all incentives. Incentive program monitoring: Oversee and review reporting on Chief Directorate operational plan, incentive reconciliations, risk registers, and service delivery improvement plans. Monitor the performance of the Chief Directorate against business and project plans and take
corrective measures. Monitor the uptake of incentive schemes. Monitor project implementation progress of all approved projects for relevant incentives to minimise the contingent liability. Oversee and monitor the management of internal controls in line with approved applications, cancellations, appeals and re-instatements, as well as claims. Customer and stakeholder management: Establish and maintain strategic partnerships with local and international institutions to improve incentive impacts. Oversee the tracking of customer queries and enquiries and the resolution thereof. Manage the relationships with key stakeholders in order to ensure implementation of the programs. Effectively communicate the work of the Chief Directorate to key stakeholders. Address identified challenges faced by clients. Internal controls and governance: Oversee and monitor the supply of audit information, actions to minimize audit findings and the management of responses. Oversee and proactively manage all legal disputes and litigation cases and review appeal packs, affidavits and legal responses. Oversee and manage the compliance to applicable guidelines during the applications and claims processes. Oversee and manage the reporting of compliance measures and whether applicable laws / regulations and guidelines are followed throughout the applications and claims process. Oversee the training on legislative processes, risk mitigation, applicant’s delinquent registers and corporate governance. Chief Directorate Management: Oversee management of financial resource and assets of the unit. Oversee the staff/ personnel. Oversee 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.

POST 13/45:
DIRECTOR: GREEN INDUSTRIES REF NO: IDD/GREEN IND 016
Overview: To lead & manage policies and programmes to align Industrial Policy and environmental objectives as part of the sector programmes for the Industrial Development Division

SALARY: R1 005 063 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:

DUTIES:
Lead the process of aligning Industrial Policy with the Environmental objectives of government. Manage and direct the Industrial Policy Action Plan process relating to the development and implementation of key action programmes to align industrial policy and environmental objectives. Environment and Energy Efficiency sector stakeholders, including other Government departments and tiers of government, organized business and labour. Engage in continual policy advocacy and co-ordination in the Green Economy. Develop the strategic focus and policy direction for the directorate. Ensure maintenance of effective internal administration of the directorate: filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Manage stakeholders, including other government departments and tiers of government, organized business and labour. Work closely with other units within the dti and other departments to develop and align industrial policy and environmental objectives. Establish contact and setup information sharing session with other units within the dti. Liaising, consulting and networking with appropriate relevant stakeholders for developing joint programs. Represent the department in
all forums and focus groups addressing Environment and Energy Efficiency challenges. Provide analysis of the industrial value chains in order to align Industrial Policy and Environment objectives. Consolidate all research findings to formulate policies, procedures and strategies in line with the Industrial Policy Action Plan. Continuously review policies and methodologies and benchmark against international best practice. Manage consultants appointed to conduct studies. Provide support with the implementation of programmes. Manage expenditure of the directorate. Manage, train and develop staff in accordance with the personal development plans. Manage the strategic planning of the unit and execution of the operational plan. Monitor implementation of sector development interventions. Develop and monitor implementation of the corrective action to facilitate the implementation of the interventions. Provide the necessary support to complete the interventions. Provide leadership in identifying and developing new sub sectors in the Green Economy.

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

OTHER POST

POST 13/46 : DEPUTY DIRECTOR: ADVANCED MANUFACTURING INDUSTRIES REF NO: ISA/ADV MAN 003

Overview: To manage the provision of an investment promotion in the Advanced Manufacturing Industries (Advanced Materials, Pharmaceuticals, Chemicals and Advanced Manufacturing sectors.

SALARY : R866 007 per annum (Level 12) (All-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS

Mandatory requirements: A three - year National Diploma / Bachelor’s Degree in Chemical Engineering / Business Administration /Economics. 3 - 5 years’ relevant managerial experience in an investment promotion and/or manufacturing environment. Key requirements: Experience in recruitment of local and foreign investment. Experience in the attraction, retention and expansion of investment in South Africa. Experience in lead generation and investment marketing. Experience in risk management, project management, stakeholder and customer relations management, reporting, research and analysis, financial management, policy formulation and implementation. Strategic investment, analytical skills, planning and coordination, problem solving skills, communication skills (verbal and written) and interpersonal skills. Knowledge and understanding of IPAP and economic policies, Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Proficient in MS packages.

DUTIES

Recruitment of local and foreign investment into the Advanced Manufacturing sectors: Ensure the development of investment recruitment strategy and plans for sector including sector scan. Participate on the implementation of investment promotion and recruitment programmes. Manage the inward and outward missions. Manage the investor’s projects database, pipeline, leads and provide reports. Undertake research, analysis and technical input of sector. Attraction, retention and expansion of investment in South Africa: Analyse companies’ investment proposals and business plans. Manage the development of a business case for companies to invest in South Africa. Analyse and identify potential investors. Manage the provision of information to investors viz. incentives, market opportunities and dynamics and the government’s Industrial Policy Plans. Manage and execute the investment cycle in terms of investor targeting, lead generation and investment marketing. Lead generation and investment marketing: Manage the development and execution of the investment marketing plan. Coordinate investors’ visits to South Africa. Manage the conversion of leads into projects. Tracking of foreign direct investment (FDI) flows and prospects. Identification, packaging and promoting of major investment projects: Determine and collate investment projects. Manage the packaging and promotion of investment projects for local and foreign investment conferences, pavilions, targeted outward investment missions. Attend, participate and ensure follow-up on one-on-one meetings. Manage the packaging of investment products to potential investors. Manage the development of marketing materials such as customised inputs,
presentations, briefing documents and speeches. Manage the development of value propositions for the sectors and analyse trends on the sectors. Stakeholder management: Manage stakeholder relations and ensure maintenance of relations within the public, private sectors and industry organisations. Manage the development of strong partnerships and communication with stakeholders. Attend and report on bi-national commissions, joint ministerial commissions and state visits. Attend adjudication meetings in order to provide advice and inputs on applications for investment incentives. Maintain and update the database of stakeholders in the advanced manufacturing sectors. Represent the Invest SA division at various forums, events and international events as and when required. Customer relations management: Manage the development of customer relationship management system (CRM), maintain and update investment pipeline. Manage investment enquiries and leads generation. Determine and obtain group or individual target investors for a specific incentive. Attend and follow-up on investors' meetings to determine investment goals or to discuss investment strategies and plans. Follow-up on regulatory inquiries to the Chief Directorate: Investment Facilitation. Reporting and risk management: Provide inputs into the quarterly and annual reports, business plans and targets. Compile reports on investment meetings and visits. Manage the updating of the investment pipeline. Compile weekly, monthly, quarterly and bi-annual and annual reports. Mitigate and report on financial and operational risk. Identify and mitigate business economic risk. Sub-directorate management: Manage staff. Monitor and make recommendations to the budget. Manage the operational plan of the sub-directorate. Manage staff weekly schedules as per the policies of the department.

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