ANNEXURE R

DEPARTMENT OF TRADE AND INDUSTRY

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.

CLOSING DATE: 25 October 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 36/120: DIRECTOR: STRATEGY & SPECIAL PROJECTS REF NO: CCRD/SPEC PROJ 001

Overview: To manage and co-ordinate divisional strategies, internal communication and special projects within the division.

SALARY: R1 057 326 per annum (Level 13) (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Social Sciences 5 years’ relevant experience at a middle/senior managerial level in a strategy, secretariat and stakeholder management environment key requirements:

Experience in strategy development, implementation, monitoring and evaluation. Experience in the direct and implementing workflow, data collection and information management systems. Experience in project, strategic and business planning management. Experience in contracts management, stakeholder management, people management, financial management, project and programmes management, report writing and analysis. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills, Problem-solving and decision-making skills. Analytical ability. Knowledge and information management. Strategic capability and leadership. Proficient in MS Office packages.

DUTIES: Identify, develop and maintain strategies, policies, procedures for internal governance, projects and programmes within the divisions: Manage and direct the strategies, policies and systems to enhance internal efficiencies. Develop the strategic focus and policy direction for the directorate. Oversee and manage CCRD external committees/councils (external statutory structures) as well as internal structures: Provide support with research and development of business planning cycles and methodologies. Participate and identify strategic issues, potential challenges and solutions. Consolidate presentations and information packs and participate in the committee and council meetings. Manage all the projects on MS Project and produce monthly updates on the progress made. Coordinate bi-monthly, quarterly and bi-monthly committee and council meetings and ensure secretariat duties at meetings are provided. Enhance corporate governance, efficient functioning of committees as well as coordinate member induction. Manage the functioning of committees by ensuring properly structured and provision of leadership through replacement of members that can no longer serve within 3 months of notification/resignation. Direct and implement the workflow, data collection and information management systems in the division: Compile reports with recommendations on research and benchmark conducted on automated systems and information.
management systems. Participate in the department’s knowledge management projects and conduct regular division meetings. Provide strategic guidance with the development and coordination of workflow, data collection and information management system. Work with consultants to assist in processes as necessary. Manage proper filing and storage of documents and improved method of IT data collection. In the division Develop, manage and coordinate strategic, business and annual report planning issues. Provide support with research and development of strategic and business planning cycles and methodologies. Identify strategic issues, potential challenges and interventions. Compile the necessary presentations, information packs, and conduct all logistical arrangements for the sessions. Participate in the events and consolidate the divisional strategic and business plans. Compile all projects on MS project and produce monthly and quarterly updates on the progress made. Consolidate the divisional monthly, quarterly reports, as well as ENE and annual reports including provisions of inputs. Direct, manage, develop and monitor the implementation of programmes and projects. Review and edit the internal communication strategies development and maintain. As well as assess’ impact. Monitor and evaluate implementation of communication strategies. Participate and provide feedback at divisional meeting and events. Manage and provide support with the development and coordination of events, processes and measures to enhance divisional team spirit, cohesion and performance orientation including team building events and seminars on best practice. Work with consultants to assist in processes as necessary. Develop and manage business model for stakeholder management. Communicate with stakeholders in relation to contracts and service level agreements. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs on special projects. Establish contact and set up information sharing session with other units in the dti on strategy matters. Manage stakeholders, including other Government departments and tiers of government on responsibilities of the Directorate Manage contracts and Service Level Agreements (SLA) with service providers for special projects including negotiations of such contracts: Develop SLA with relevant customers (specify and determine date) Manage the SLA (Include penalty clauses in the SLA and manage accordingly) Deliver according to the SLA. 

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 Coloured, White and Indian male candidates.

POST 36/121 : DIRECTOR: CREDIT LAW & POLICY REF NO: CCRD/CREDIT L&P 001

Overview: To provide leadership and management to the credit industries.

SALARY : R1 057 326 per annum (Level 13) (All-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Economics/Law. 5 years’ relevant experience at a middle/senior managerial level in a Law, Politics or Economics environment. Key Requirements: Experience in policy analysis and formulation. Experience in the development and implementation of credit laws and policies. Experience in credit and policy research. Experience in stakeholder management, people management, financial management, project management, report writing and analysis. Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations, National Credit Act, Regulatory framework and Public Finance Management Act. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organisating skills and Interpersonal skills. Strategic capability and leadership skills. Proficient in MS Packages.

DUTIES : Develop and review policies and legislation relating to credit law and policy:
Develop strategic policy and Credit law and policy. Conduct research on policy and legislative review. Efficient and effective implementation of credit policy and strategies: Monitor and manage project plans on implementation of identified programmes. Direct and manage the implementations of plans of operations for the directorate. Direct and manage internal administration of the directorate. Provide inputs for the strategic planning on behalf of the directorate. Research and position papers for domestic and international policy processes on credit law and policy: Conduct research on domestic and international credit policy processes. Develop domestic and international credit policy processes. Draft the Terms of Reference for consultants to assist with the preparation of policy.
position Consolidate the dti position on policy and legislation of other
government departments Direct and manage presentations at
intergovernmental fora and workgroups and at the public events Manage
information for responses to Parliament and other questions Research on
credit and draft policies, bills, amendments and regulations: Conduct credit
research on credit and legal issues Draft memorandum and policy papers
Liaise and brief legal drafters and consultants on draft policies, bills,
amendments and regulations. Manage information for workshops and sessions
with stakeholders on policy and legislation Directorate Management:
Management of financial resource and assets of the unit Manage the staff
personnel manage 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 Tel No: (012) 394 1809/1835.

NOTE

In terms of the dti's EE requirements, preference will be given to Coloured,
White and Indian male candidates.

POST 36/122

DIRECTOR: OPERATIONS REF NO: CCRD/OPS MAN 001
Overview: To lead & manage policies and programmes and give support to the
COO: CCRD in the successful pursuit of the division's vision, mission and
strategic objectives.

SALARY

R1 057 326 per annum (Level 13) (All-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

An undergraduate qualification (NQF Level 7) in Administration/Commerce 5
years’ relevant experience at a middle/senior managerial level in a corporate
support services/administration environment Key Requirements: Experience in
strategic management. Experience in Strategy and Policy Formulation and
Implementation Experience in Human Resource Management, Financial
Management and Information Technology processes Experience in monitoring
and evaluation, stakeholder management, people management, financial
management, project management, report writing and analysis Knowledge and
understanding of Public Service Regulations, Public Service Act, Treasury
Regulations and Public Finance Management Act Communication skills (verbal
and written), analytical and thinking skills, presentation skills, planning and
organising skills and Interpersonal skills Strategic capability and leadership
skills Proficient in MS Packages.

DUTIES

Strategic management of key performance areas of the Directorate: Ensure
that the activities of the directorate are properly planned and manages Human
Resource, IT and Financial Resource planning for the directorate. Ensure that
business unit managers organise their relevant units according to agreed-upon
programmes with consideration of the abilities of available personnel
Performance of the directorate is monitored against business and project plans
and corrective measures are introduced where necessary Evaluates and
controls the activities of subordinates continuously and be responsible for
labour relations and disciplinary matters Coordinates monthly, quarterly and
annual reports for the Directorate. Ensure that Human Resource, Financial
Management and IT are effectively implemented: Manages HR Planning and
Administration, including the establishment list as well as the maintenance of
a divisional leave register Implementation of processes and systems that
provide the effective IT, Operations and Financial Management Function
Manages and coordinates the implementation of the Performance
Management system, occupational health and safety, as well as the Job
Evaluation process, including the training of line management in this area
Ensure compliance with PFMA and other Government policies. Manages
Labour relations matters for the division Ensure that Induction for newly
appointed employees took place. Monitors and ensures all procedures comply
with the Public Finance Management Act Develop and maintain knowledge
management systems, including a central filing and document management
system Monitor deviations from targets/milestones as well as deadlines
Strategy and Policies: Conduct a periodic review of the effectiveness of key
business processes and build an interactive relationship with all Programme
Managers Benchmarks and coordinates strategies, policies and systems to
enhance internal efficiencies, organisational development and divisional
culture Periodic evaluation of workflow processes and systems to support the
administration of incentive schemes and implement the required improvement
to turnaround times Manages the development and maintenance of a
knowledge management system for the directorate. Manages Projects in the Office of the COO: Manages the effective tracking of all Strategic Management and programme implementation processes undertaken by the Office of the COO Coordinates Projects initiated in the Office of the COO Financial Management: Ensure that assets procurements and management are in line with the PFMA requirements. Ensure compliance with the dti financial delegations and policies achieved at all times. People Management: Provide leadership in identifying and developing sub-sectors that have the potential to grow. Monitoring and Evaluation: Identify, develop and maintain strategies, policies and procedures for human resources, financial and physical resources of the Division and identify and mitigate the associated risks. Provide specialist advice to programme managers as well as input on an issue about the ability of CCRD to deliver.

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 Coloured, White and Indian male candidates.

OTHER POSTS

POST 36/123:

DEPUTY DIRECTOR: RESEARCH & PLANNING REF NO: CCRD/R&P 002
Overview: To plan and coordinate research on Consumer and Corporate Regulations.

SALARY:
R869 007 per annum (Level 12) (All-inclusive remuneration package)

CENTRE:
Pretoria

REQUIREMENTS:
A three-year National Diploma / B. Degree in Social Science/Economics and Management Sciences environment. 3 - 5 years’ relevant managerial experience in a research environment. Key Requirements: Experience in conducting research, reporting and analysis. Experience in stakeholder management, financial management and project management. Communication skills (verbal and written), planning and organising, statistical and economic analysis, Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act. Proficient in MS Office packages.

DUTIES:
Plan and coordinate research on Consumer and Corporate Regulations: Identify areas that warrant research on legislation and regulation framework and impact and trend analyses. Coordinate research structure to inform the research agenda such as the research bulletin, CCRD Research Forum and external seminars and workshops. Build systems and tools for research and planning. Develop the tool to be used on gathering the information and analyses. Coordinate and finalise CCRD Bulletins for research and planning. Identify areas that warrant research policies and planning. Research the relevant sectors and write position papers on relevant topics. Draft media articles. Facilitate the sourcing of the service provider. Conduct benchmarking with international practice. Stakeholder Management: Identify and engage key stakeholders on priority arrears that require action on specific legislation and regulatory framework. Provide research support to stakeholders. Create and maintain stakeholder database. Develop a participation plan and participate in international forums. Reporting: Compile briefing documents for the principals. Compile reports on research conducted. Compile planning and surveys. Develop position papers to facilitate participation with Regional, Continental and International Stakeholders. Sub-Directorate Management: Monitor financial resource and assets of the unit. Provide inputs into the strategic planning of the unit and execute of the operation plan.

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 Coloured, White candidates and African and Indian male candidates.

POST 36/124:

ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: ODG/CORP GOV 006
Overview: To provide administrative and technical support in advising the dti Divisions in identifying, assessing and evaluating risks that could prevent the achievement of the business objectives.

SALARY:
R470 040 per annum (Level 10) (excluding benefits)
**CENTRE**

Pretoria

**REQUIREMENTS**

A three-year National Diploma or Degree in Financial Management. 3-5 years’ relevant experience in an Internal Control environment Key Requirements: Experience in financial reporting Knowledge of Financial Prescripts (Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines), Supply Chain Management Framework, ICT Procurement, Government Financial Systems (LOGIS, BAS and PERSAL) and processes, MS Office packages. Skills: Communication skills (both written and verbal), interpersonal skills, report writing skills, problem solving skills, accounting and analytical skills. Personal attributes: Ability to communicate at all levels, assertiveness, team player, people and client orientated, trustworthy, leadership, integrity.

**DUTIES**

Identify potential compliance vulnerability and risk in finance and supply chain management environment Compile reports on specific financial control processes and reporting requirements. Assess the effectiveness of internal controls on finance and supply chain systems to identify control weaknesses Handle investigations of all reported cases of financial exceptions and other SCM and Finance projects Provide inputs into the review and update SCM Standard Operating Procedure Manual, Delegations document and Policy for the Department Develop an effective compliance training program for all employees and managers Monitor and evaluate the performance of the compliance program and related activities Coordinate the audit between the Department and AGSA Provide support to Divisions in implementing and monitoring compliance with Finance and Supply Chain Management prescripts Perform ad hoc responsibilities as and when required.

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

**POST 36/125**

**ASSISTANT DIRECTOR: INTERNAL CONTROL**

REF NO: ODG/CFO 017

Overview: To execute internal controls whereby the control requirements in respect of financial and supply chain management are addressed, being preventative controls, corrective actions and by ensuring policy adherence.

**SALARY**

R376 596 per annum (Level 09) (excluding benefits)

**CENTRE**

Pretoria

**REQUIREMENTS**

A three-year National Diploma or Degree in Risk Management/Public Administration/Public Management/Commerce/Auditing .3 - 5 years’ relevant administrative experience in a risk management environment Key Requirements: Experience in conducting risk assessments Experience in conducting risk and ethics training Experience in project management, report writing and analysis Knowledge of government procedures and practices, risk management principles and practices Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations and MISS. Research and facilitation skills, ethics, communication skills (Verbal & Written), planning and organising, relationship management skills, analytical and thinking skills, problem-solving skills. Proficient in MS Office packages.

**DUTIES**

Risk Assessments: Facilitate the risk assessments for each Division and update risk registers every quarter Obtain evidence for control assessments and progress on action plans on a quarterly basis. Obtain and collate feedback from senior managers on updates to the risk registers and progress of action plans Update project risk register for all projects Obtain information for the compilation of BCPs for the Divisions Co-ordinate all tests for the BCPs as scheduled Provide inputs into the Risk Management Framework Implement the approved Risk Management Framework Risk Training: Facilitate and coordinate all training sessions per the training plan Facilitate training in Divisions, on an on-going basis Ethics: Administration around Financial Disclosures Conduct Fraud Prevention/ethics training as required by the Divisions in line with the training plan. Reporting: Gather all reports, registers and documentation for all Divisional EXCO and management meeting of the Divisions Prepare BCP progress reports on the status of business continuity in Divisions Extract information from risk registers and other reports to enable the DD: Risk to prepare an analysis report for Divisions, and other forums Prepare monthly/quarterly reports to Divisions/other stakeholders as required by Opscom, Divisional EXCO meetings and as requested Consolidate the attendance register for statistics purposes.

**ENQUIRIES**

In terms of the dti’s EE requirements, preference will be given to Coloured and White male candidates, Indian candidates as well as people with disabilities.

**NOTE**

In terms of the dti’s EE requirements, preference will be given to Coloured and White male candidates, Indian candidates as well as people with disabilities.

**POST 36/125**

**ASSISTANT DIRECTOR: INTERNAL CONTROL**

REF NO: ODG/CFO 017

Overview: To execute internal controls whereby the control requirements in respect of financial and supply chain management are addressed, being preventative controls, corrective actions and by ensuring policy adherence.

**SALARY**

R376 596 per annum (Level 09) (excluding benefits)

**CENTRE**

Pretoria

**REQUIREMENTS**

A three-year National Diploma or Degree in Risk Management/Public Administration/Public Management/Commerce/Auditing .3 - 5 years’ relevant administrative experience in a risk management environment Key Requirements: Experience in conducting risk assessments Experience in conducting risk and ethics training Experience in project management, report writing and analysis Knowledge of government procedures and practices, risk management principles and practices Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Treasury Regulations and MISS. Research and facilitation skills, ethics, communication skills (Verbal & Written), planning and organising, relationship management skills, analytical and thinking skills, problem-solving skills. Proficient in MS Office packages.

**DUTIES**

Risk Assessments: Facilitate the risk assessments for each Division and update risk registers every quarter Obtain evidence for control assessments and progress on action plans on a quarterly basis. Obtain and collate feedback from senior managers on updates to the risk registers and progress of action plans Update project risk register for all projects Obtain information for the compilation of BCPs for the Divisions Co-ordinate all tests for the BCPs as scheduled Provide inputs into the Risk Management Framework Implement the approved Risk Management Framework Risk Training: Facilitate and coordinate all training sessions per the training plan Facilitate training in Divisions, on an on-going basis Ethics: Administration around Financial Disclosures Conduct Fraud Prevention/ethics training as required by the Divisions in line with the training plan. Reporting: Gather all reports, registers and documentation for all Divisional EXCO and management meeting of the Divisions Prepare BCP progress reports on the status of business continuity in Divisions Extract information from risk registers and other reports to enable the DD: Risk to prepare an analysis report for Divisions, and other forums Prepare monthly/quarterly reports to Divisions/other stakeholders as required by Opscom, Divisional EXCO meetings and as requested Consolidate the attendance register for statistics purposes.

**ENQUIRIES**

In terms of the dti’s EE requirements, preference will be given to Coloured and White male candidates, Indian candidates as well as people with disabilities.

**NOTE**

In terms of the dti’s EE requirements, preference will be given to Coloured and White male candidates, Indian candidates as well as people with disabilities.
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 Coloured female and Indian candidates as well as people with disabilities.

POST 36/126: EXECUTIVE ASSISTANT REF NO: IDAD/DDG 003

Overview: To provide secretarial and administrative functions to the office of the Deputy Director-General.

SALARY: R376 596 per annum (Level 09) (excluding benefits)

CENTRE: Pretoria

REQUIREMENTS: A three-year Degree or Diploma in Office Management. 3 - 5 years' relevant experience in an Office Management/Administrative/Executive Management environment. Key Requirements: Experience in Document Management Systems. Experience in diary and events management Experience in financial management Sound knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Planning and organising skills, communication skills (Verbal and Written), interpersonal skills, time management skills and problem-solving skills Client orientation and customer focus Proficient in MS Packages.

DUTIES: Provides logistical support to the DDG: Ensure all documents are accurately recorded and filed Maintain and manage a reminder system for external and internal customers Maintain office supplies Provide logistical support for the DDG on official trips Order stationery and other office equipment on a regular basis to ensure operational productivity Manage the calendar of events for the DDG Maintain records of minutes of meetings to ensure follow up actions Arrange corporate travelling and meetings for the DDG Manage the appointments of the DDG Provide secretarial and administrative support to the DDG: Prepare reports by collecting and analysing information from the different units Design and maintain a database of stakeholders at the office of the DDG Respond on the outgoing and incoming correspondences and queries in the office of the DDG Draft minutes of the meetings Answer phones and direct all incoming calls to the appropriate party Handle incoming and outgoing electronic communications on behalf of the DDG Provide document management: Register outgoing mail and routed accordingly for records Ensure that all documents are correctly recorded and filed Ensure the opening and closing of files of the DDG’s Office Monitor budget for the office of the DDG: Compile MTEF and cash flow budget for the DDG office, Keep records for all financial documentation. Keep an accurate record, reconcile stationery and petty cash on monthly basis Monitor expenditure for the office of the DDG Ensure the budget levels operate within the limits.

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