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 application. 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.

CLOSING DATE: 06 December 2019

NOTE: 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.

ERRATUM: Kindly note that the post of Chief Director: Textiles, Clothing, Leather & Footwear advertised in Public Service Vacancy Circular 38 dated 25 October 2019, the closing date has been extended to 25 November 2019. Candidates who have previously applied need not to re-apply.

MANAGEMENT ECHELON

POST 42/71: CHIEF DIRECTOR: STRATEGY MANAGEMENT AND ENTITY OVERSIGHT REF NO: ODG/SM&EO 001

Overview: To oversee the strategic management and business planning processes of the dti, foster alignment between the dti and the public entities in support of its legislative mandates and broader government priorities and objectives through best practice that ensure effective organisational performance management.

SALARY: R1 251 183 per annum (Level 14) (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Public/Business Administration or Management with Economic orientation or related field. 5 years’ relevant senior managerial experience in a strategy and/or entity oversight environment. Key Requirements: Experience in the design, development and implementation of organisational processes and systems, strategies, policies, projects and programmes. Experience in organisational strategic planning, performance and financial management, monitoring and evaluation. Experience in stakeholder management, people management, project management, strategic capability and leadership. Experience in Corporate Governance, preferably in a public sector context. Experience in auditing, including auditing performance information. Understanding of economic policy, especially trade and industry policy development and economic regulation. Excellent process management skills. Negotiation skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Computer literacy, knowledge and understanding of key legislation applicable to public entities and the dti.

DUTIES: Coordinate the strategic and operational planning process for the dti: Direct and manage the strategic and operational planning processes, implementation of policies, guidelines and systems. Manage the compilation of the Department's Strategic Plans, Annual Performance Plans, Service Delivery Plans, etc. Review existing organisational processes periodically to ensure continuous improvement. Monitor the performance of the Department: Ensure the implementation of organisational performance management guidelines and frameworks. Guide the Department with regards to legislative and regulatory compliance relating to managing programme performance. Manage the compilation of quarterly, annual and citizens’ reports for the Department. Take custodianship of Performance Information and timeously respond to audit queries from the AGSA. Develop and implement an institutional mechanism to monitor the
ENQUIRIES: Tel No: (012) 394 1809/1835.

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

POST 42/72: DIRECTOR: LEGAL SERVICES

REF NO: CCRD/DDG 009

Overview: To provide legal support in the Office of the Deputy Director-General within the Consumer and Corporate Regulation Division.

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

CENTRE: Pretoria

DUTIES: Develop and review Legal Policies: Facilitate the conceptualisation and development of appropriate regulatory policies that address critical market failures to strengthen and broaden participation of business into the mainstream of the economy. Develop the strategic focus and policy direction for the Office of the DDG: CCRD Management the development of the proposed policy documents. Develop recommendations for strengthening and measuring the depth and impact of sector strategy engagements. Monitor the administration methodology for the National Liquor Authority to identify appropriate interventions within the liquor industries. Facilitate regulatory policy on an ongoing basis to ensure the relevance of policy to address identified market failures. Facilitate policy review on trend analysis, impact assessment, market surveys for the effectiveness of the compliance. Develop a policy review on legislative drafting in the dti. Stakeholder and evaluate the drafting of new legislation, amendments and legislation: Conduct research on domestic and international credit policy processes. Develop domestic and international credit policy processes. Draft terms of reference for consultants to assist with the preparation of policy position. Consolidate the dti’s position on policy and legislation of other government departments. Direct and manage presentations at intergovernmental fora and work-groups and public events. Manage information for responses to Parliament and other questions. Identity and conduct research on policies related to the functions of the DDG: CCRD: Provide advice on matters that can expose The Office of the DDG at risk (technical legal advice, legal analysis and legal research). Monitor performance of Chief Directorates against business and project plans and taking corrective measures before reporting to the principals. Facilitate research on all projects to be executed within the Office of the DDG on policy processes (Lead and Manage projects within the office of the DDG). Manage financial resources and assets of the unit. Management staff and strategic planning of the unit. Directorate: 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. (The checking of strategic documents to DDG’s office to ensure alignment with strategic plans and operational plans of the Division).

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 Male candidates.

OTHER POSTS

POST 42/73: ASSISTANT DIRECTOR: CHEMICALS REF NO: IDD/CHEM & AL 005
Overview: To provide input in developing and advising on chemicals sector processes, policies and programmes.

SALARY: R470 040 per annum (Level 10) excluding benefits
CENTRE: Pretoria
REQUIREMENTS: A three-year National Diploma/B-Degree in Chemistry/ commerce. 3-5 year’s relevant experience in the Chemical Industry or in the Public Sector close to Chemical Industry. Key Requirements: Experience in conducting Chemical Sector Research. Experience in developing and reviewing of Chemicals sector policies and strategy. Experience in stakeholder management. Experience in coordinating the establishment of chemical platforms. Communications skills (Verbal and written), Client orientation and customer focus, interpersonal skills, financial management, presentation skills and conflict management skills Good knowledge of Project Management, including planning, organising, problem-solving and decision making skills. Sound knowledge of international protocol. Proficient in MS Packages. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA, Industrial Policy Action Plan, Preferential Procurement Policy Framework Act and Treasury Regulations.

DUTIES: Conduct Chemicals sector research: Collect and analyze data on the performance of the sector. Conduct research, compile and manage database for the sector. Development of Chemicals sector policies and strategy: Organize, attend and participate in the workshops on the developing and reviewing Chemicals sector policies and Strategies. Record and produce a summary report on the workshop discussions. Provide inputs in the implementation of policies and strategies. Stakeholder management: Develop and maintain a partnership with all the dti staff and Chemicals sector. Provide technical support to the unit in preparing briefing documents and responding to ad-hoc queries. Initiate and maintain the working relations between key stakeholders. Create and maintain a database of key stakeholders. Respond to day to day queries from the public and key stakeholders on the chemicals sector. Administration: Handle all enquiries and requests regarding Chemical sector initiatives. Provide inputs on divisional budget and business plans. Compile progress reports on a monthly basis on the basis on the projects with regard to timelines and budgets.
Review and update economic statistics every quarter. Provide inputs into the direction of the statistics of the unit. Participate in the implementation of agreed projects and programs. Ensure the submission of quarterly reports are compiled. Co-ordinate the establishment of Chemicals platform: Provide inputs in the coordination of developing the memorandum. Organize workshops which identify the value chain and action plans for the Chemicals sector.

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 females, Coloured and White males as well as Indian candidates.

POST 42/74 : ASSISTANT DIRECTOR: CASH MANAGEMENT REF NO: ODG/MAN ACC 012
Overview: To monitor cash flow planning and its management as well as report to the management of the financial position of the divisions.

SALARY : R376 596 per annum (Level 09) excluding benefits
CENTRE : Pretoria
REQUIREMENTS : A three-year National Diploma/B Degree in Financial and/or Management Accounting.

DUTIES : Cash Flow Management: Compile/amend, distribute and verify cash flow schedules to divisions for the EPE, Roll-over and AEPE. Consolidate and submit the total DTI cash flow forecast for the EPE, Roll-over and AEPE. Request funds via Safety net. Financial Reporting: Compile/Verify and submit the Early Warning report to National Treasury. Compile and submit the Management Accounts inclusive of expenditure trend schedules. Compile slide shows for the CFO for presentation to EXBO and OPSCOM. Compile inputs for AFS. Financial Management Support: Conduct divisional support meetings every month to discuss financial management related matters. Compile/Verify Mid-month expenditure trend memos to DDG's and ensure they are distributed on time. Business Planning and Reporting: Contribute to effective Business Planning and reporting for Chief Directorate. Identity development areas of staff, facilitate effective HR management, adhere to employment equity requirements. Management of finances for the Directorate. People management and development: Ensure compliance with policies, guidelines and due dates. Contribute effectively to the design development and implementation of internal work processes to improve customer service. Ensure compliance with legislation requirements, policies and guidelines/circulars.

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 Indian candidates and persons with disabilities.

POST 42/75 : PERSONAL ASSISTANT REF NO: ODG/ODG 045
Overview: To provide a secretariat function to the office of the Industrial Development Advisor (IDA) and facilitate the smooth administrative operation thereof.

SALARY : R316 791 per annum (Level 08) excluding benefits
CENTRE : Cape Town
REQUIREMENTS : Matric plus a National Diploma/Degree in office management or equivalent qualification. 2 - 3 year's relevant experience in an office administration management. Key Requirements: Experience in a secretarial or administrative environment. Experience in diary management and meeting management. Knowledge and understanding of the practices applicable to Procurement and Financial management. Proficient in MS Office packages. Business knowledge of the dti. Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act. Sound ability to communicate well at all levels of the organisation, both verbal and written. Excellent organisational & planning skills, presentation skills, time management, telephone etiquette and customer service excellence. Creative and innovative thinker and ability to work in a coordinated team. A sense of urgency and an ability to work under pressure. Highly ethical and trustworthy.

DUTIES : Efficiently manage the office of the Industrial Development Advisor: Manage and monitor the diary, provide logistical support for meetings, workshops and event
management. Ensure that calls are screened, sorted and responded to on time as well as electronic and verbal messages. Document and records management: Manage internal and external correspondence. Ensure that submissions, letters and memos drafted are on the correct template, formatting is correct and that all the documents are quality assured. Facilitate and maintain records and minutes of meetings. Ensure that Performance documents are completed and submitted to HR by due dates. Travel arrangements and claims: Efficiently manage the accommodation and travel arrangements for the advisory team, international as well as domestic travel. Effective management of the IDA's travel claims, both domestic and foreign. Procurement and Financial management: Ensure compliance to the PFMA, submissions and requests for services and stationery. Ensure timely budget submissions and reporting. Request, monitor and control petty cash according to the dti petty cash policy.

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 Indian male candidates, Coloured and White candidates.

POST 42/76: SENIOR STATE ACCOUNTANT REF NO: ODG/FIN ACC 027
Overview: Accurate, complete and timeous processing of financial transactions.

SALARY: R316 791 per annum (Level 08) excluding benefits
CENTRE: Pretoria
REQUIREMENTS: A three-year National Diploma/B Degree in Accounting. 3-5 years’ relevant experience in an accounting environment. Key Requirements: Experience in processing of payments. Experience in financial reporting. Experience in processing of claims. Knowledge and understanding of incentive scheme administration. Knowledge of Public Finance Management Act, Public Service Act, Treasury Regulations and Public Service Regulations. Presentation and Interpersonal skills, communication (verbal and written), stakeholder relations management, planning and organizing skills, research methodology skills, analytical and systems thinking skills. Knowledge of the dti business.


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 male candidates as well as people with disabilities.

POST 42/77: SENIOR STATE ACCOUNTANT REF NO: ODG/CFO 005
Overview: To compile the financial statements, analyse and verify inputs received from various stakeholders.

SALARY: R316 791 per annum (Level 08) excluding benefits
CENTRE: Pretoria

DUTIES: Financial Reporting: Analyse trial balance and customise according to template requirements. Prepare reconciliation on receivables and payables. Populate trial
balance information on the Financial Statements template. Ensure that all exceptions on the excel template are cleared. Update disclosure notes and annexures. Ensure that the monthly Financial Statements are submitted timeously for review. Administration: Development project plant for monthly, quarterly and annual Financial Statements (AFS). Circulate preparation guides and templates for the Financial Statements to all the role players. Arrange monthly meetings on Financial Statements with all the role players. Perform quality control on all correspondence and documentation. Review of general ledger accounts: Perform weekly review of capital expenditure on BAS against actual invoices and LOGIS. Perform weekly review of payments on BAS to ensure compliance to the SCM regulations (Irregular expenditure).

**ENQUIRIES**: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835/3259.

**NOTE**: In terms of the dti’s EE requirements, preference will be given to male candidates as well as people with disabilities.