ANNEXURE I

DEPARTMENT OF TRADE AND INDUSTRY
BROAD-BASED BLACK ECONOMIC EMPOWERMENT (B-BBEE) COMMISSION

APPLICATIONS: can be hand delivered to the B-BBEE Commission offices, 420 Witch-Hazel Avenue, Eco-Glades 2, Block C, Eco-Park, Centurion, 0144 or can be forwarded to careers@beecommission.gov.za Applicants must indicate the name and reference number of the position they are applying for on the email subject.

CLOSING DATE: 24 January 2020

NOTE: Applications must be submitted on a prescribed and signed Z83 form accompanied by detailed CV and certified copies of qualifications. 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 B-BBEE Commission reserves the right not to fill any advertised position(s). 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. Recommended candidate(s) will be subjected to Personnel Suitability Checks. Appointed candidate(s) will undergo security clearance processes.

MANAGEMENT ECHELON

POST 01/71: SENIOR MANAGER: STRATEGIC STAKEHOLDER ENGAGEMENT & COMMUNICATION REF NO: BEE/SEC 013

Overview: Establish, maintain and promote strategic stakeholder relations, engagement and communication pertaining to the functions of the B-BBEE Commission.

SALARY: R1 057,326 per annum (Level 13) (All-inclusive Remuneration Package)

CENTRE: Pretoria

REQUIREMENTS: Undergraduate qualification (NQF level 7) in Public Administration or Business Administration/Communication/Public Relations. 5 years’ relevant experience at middle/senior management level in communication/inter-governmental relations. The candidate must have proven strategic management and leadership capabilities, and be a strong communicator with the ability to interact and negotiate with various stakeholders; media relations. Additional requirements are excellent project management, problem solving; financial management, report writing and presentation skills. Knowledge of the Constitution, PFMA and the B-BBEE Act.

the strategy. Ensure enhancement of the strategy/corporate identity. Manage the Commission’s website page. Evaluate the impact of the strategy and report thereof. Unit management: Management of financial resources and assets of the unit. Manage staff/personnel. Manage the strategic planning of the unit and the execution of the operational plan.

**ENQUIRIES**: Ms M Manyelo Tel No: (012) 649 0920

**NOTE**: Preference will be given to African male candidates, Coloured, Indian and White Candidates.

### POST 01/72: SENIOR MANAGER: COMPLAINTS HANDLING REF NO: BEE/COM 067

**Overview**: To manage the development, maintenance of the complaints handling system, procedures and processes and report on complaints trends.

**SALARY**: R1 057,326 per annum (Level 13) (All-inclusive Remuneration Package).

**CENTRE**: Pretoria

**REQUIREMENTS**: Undergraduate qualification (NQF level 7) in Public Administration or Business Administration/Social Sciences/Economic Sciences/Law. 5 years’ relevant experience at middle/senior management level. Experience in complaints handling and resolution will be an added advantage. Skills required: Leadership; analytical; verbal & written communication; project management; complaints handling, dispute resolution; negotiation; time management; conflict management; Financial Management, presentation and report writing. Knowledge of the Constitution, PFMA, National Treasury Regulations and B-BBEE Act will be an added advantage.

**DUTIES**: Manage the development, maintenance and provision of a complaints handling system, procedures and processes: Manage the development, maintenance and provision of complaints handling system, fast track procedures and processes. Manage the review of the complaints handling system to achieve efficiency of the sub division. Monitor the implementation, maintenance and use of the complaints handling system. Ensure professionalism and confidentiality in the administering of the complaints handling procedures and processes. Evaluate the success of the complaints handling system and report thereon. Facilitate the creation of a complaints database and tracking system: Facilitate the creation of a database and tracking system of all complaints. Establish and determine reasonable turnaround times for dealing with complaints. Monitor and report on compliance within the stipulated turnaround times. Ensure that clients are informed of the reference numbers allocated to their complaints as well as progress regarding their complaints. Manage the screening and analysis of complaints: Develop a methodology for the screening and analysis of complaints. Ensure the correct categorisation of complaints. Ensure the correct identification of complaints for investigations. Co-ordinate the identification, recording and referral of complaints to other enforcement institutions. Facilitate the identification and assessment of complaints for referral to higher authorities for direction. Manage alternative dispute resolution processes: Manage development of mechanisms and timelines to identify complaints that can be resolved through alternative dispute resolution processes. Ensure guidelines are developed and followed when resolving complaints through alternative dispute resolution processes. Ensure consistency in the application of alternative dispute resolution processes. Report on the number and nature of complaints resolved through alternative dispute resolution processes. Unit management: Management of financial resources and assets of the unit. Manage staff/ personnel. Manage the strategic planning of the unit and the execution of the operational plan.

**ENQUIRIES**: Ms M Manyelo Tel No: (012) 649 0920

**NOTE**: Preference will be given to African male candidates, Coloured, Indian and White Candidates.

### POST 01/73: SENIOR MANAGER: ENFORCEMENT AND INVESTIGATION REF NO: BEE/INV 058

**Overview**: To manage investigations and enforcement functions to ensure compliance with B-BBEE Act.

**SALARY**: R1 057,326 per annum (Level 13) (All-inclusive Remuneration Package)

**CENTRE**: Pretoria

**REQUIREMENTS**: Undergraduate qualification (NQF level 7) in Public Administration or Business Administration/Social Sciences/Economic Sciences/Law. 5 years’ relevant experience at middle/senior management level. Experience in investigations and complaints resolution
processes will be an added advantage. Skills required: Strategic management; leadership; analytical; verbal & written communication; project management; complaints handling, dispute resolution; negotiation; time management; conflict management; financial Management, presentation and report writing. Knowledge of the Constitution, PFMA, National Treasury Regulations, B-BBEE Act; Inspections & Investigations will be an added advantage.

**DUTIES**: Develop investigation and enforcement procedures and processes: Conduct research into investigation and enforcement procedures and processes by regulatory authorities. Develop investigation & enforcement procedures and processes. Approve investigation procedures and processes. Review investigation procedures and processes, as may be required. Capacitate personnel on the investigation and enforcement procedures and processes. Manage investigations and enforcement functions: Identify areas for investigation and the scope thereof. Manage the implementation of investigations. Manage the drafting and issue of subpoenas and summonses. Recommend/implement appropriate enforcement measures. Review Team recommendations for initiation of investigations. Report on all investigations and enforcements. Manage referrals to other regulatory/law enforcement institutions: Identify cases for referral to other regulatory/law enforcement institutions. Maintain a record of all cases for referral to other regulatory/law enforcement institutions. Manage the referral processes and procedures for prosecution. Review and approve Team recommendations regarding prosecution. Report on all referrals. Manage public hearings: Ensure the scheduling of public hearings. Oversee the management of logistical arrangements for public hearings. Quality assure the relevant reports/documentation for tabling at public hearings. Ensure recording of deliberations and decisions taken. Manage implementation of decisions/resolutions. Manage the maintenance of records of all public hearings. Unit management: Management of financial resources and assets of the unit. Manage staff/ personnel. Manage the strategic planning of the unit and the execution of the operational plan.

**ENQUIRIES**: Ms M Manyelo Tel No: (012) 649 0920

**NOTE**: Preference will be given to African male candidates, Coloured, Indian and White Candidates.

**OTHER POSTS**

**POST 01/74**: MANAGER: VERIFICATION SERVICES REF NO: BEE/V SERV 041

Overview: To implement functions of regulating verification professionals.

**SALARY**: R733,257 per annum (Level 11) (All-inclusive Remuneration Package)

**CENTRE**: Pretoria

**REQUIREMENTS**: 3 year post matric qualification in Public Administration/Business Administration/Social Science/Economic Science/Law. 3 years’ relevant experience in verification services at managerial level. Experience in inspections/investigations/compliance monitoring will be an added advantage. Skills required: Good Communication skills (verbal and written); computer literacy (MS Suite); project management skills; Presentation skills; planning and organising skills; sound interpersonal relations; time management, analytical. Report writing. Knowledge of PFMA, B-BBEE Act and King III Report on Corporate Governance will be an added advantage.

**DUTIES**: Develop verification policies, systems and procedures: Conduct research and develop verification policies, systems and procedures. Implement verification policies, systems and procedures. Review verification policies, systems and procedures. Conduct verification inspections on practitioners: Establish a database of verification practitioners. Develop inspection programmes and checklists. Conduct verification inspections. Recommend the nature of support to be provided to address challenges experienced in conducting verification inspections. Review and quality assure reports on verification inspections conducted. Capture new users (verification agencies) on the system. Respond to queries relating to the system/user issues. Conduct Quality Assurance on the BEE Certificates and related information captured on the portal. Provide reports on the portal information. Implementation of corrective measures against verification practitioners: Report on identified non-compliant verification practitioners. Recommend penalties to be imposed on verification practitioners. Impose penalties on non-compliant verification practitioners. Institution of legal action. Monitor and report quarterly on trends: Review and quality assure quarterly reports on the number of verification practitioners. Review and quality assure quarterly reports on non-compliant verification
practitioners. Review and quality assure quarterly reports on actions taken against non-compliant verification practitioners. Manage the resources of the sub-division: Manage the human resources of the sub division. Account for allocated assets. Provide inputs in to the strategic planning of the unit and execution of the

ENQUIRIES

NOTE

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