ANNEXURE M

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 Meintjes 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

CLOSING DATE: 07 February 2020

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. The dti reserves the right not to fill any advertised position(s).

MANAGEMENT ECHELON

POST 03/226: CHIEF OPERATING OFFICER REF NO: TISA/DEMU 011
Overview: To provide strategic and operational support to the Deputy Director-General: TISA with regard to the implementation of organizational strategies to ensure effective and efficient operations of the Division.

SALARY: R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Economics/Finance/Business Administration or Public Management/Law /International Relations. 5 years' relevant senior managerial experience in a business/operations and/or general management environment. Key Requirements: Experience in strategic planning. Experience in research management, policy development and implementation. Experience in performance monitoring and evaluation. Experience in stakeholder management, financial management, operational management, strategic capability and leadership, people management, project management and change management. Knowledge and understanding of Public Service act, Public Service Regulations, PFMA and Treasury regulations. Problem Solving and Decision Making skills, communication skills (written and verbal), strong negotiation skills and conflict management. Proficient in MS Office packages.

DUTIES: Provide support to the DDG by ensuring that the Division’s strategy and operations are informed by well-researched social, economic and political policies. Provide leadership and direction in the implementation of the Division’s strategy. Ensure effective co-ordination of Divisional strategic planning events and processes to ensure alignment with the government-wide budgeting and planning cycle. Manage the relationships with key stakeholders to ensure the implementation of programs. Ensure that there is a coherent system and framework for stakeholder engagement. Manage and oversee internal communication and matters related thereto. Monitor and evaluate Divisional performance against strategic and operational business plans and introduce corrective measures where necessary. Develop interventions for improved performance of the Division against the Departmental objectives, targets and goals. Manage and oversee the coordination of interventions for improved performance of staff members and business units. Oversee all disciplinary and corrective measures in accordance with the dti and DPSA policies and guidelines. Identify the Divisional critical competencies and HR
requirements for inclusion in the Departmental Plans. Identify scarce skills areas for implementation of Divisional internships. Manage and oversee service delivery in all areas of the Division. Manage and oversee the daily operational management of Foreign Economic Offices. Advice the DDG and Chief Directors on the development and implementation of the organisational, operational and financial plan. Manage and oversee the process of budgeting and budget transfers to agencies. Manage and oversee proper evaluation and assessments of reports from agencies and advise the dti management on appropriateness and performance of the agencies.

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 female candidates as well as people with disabilities.

POST 03/227
DIRECTOR: LEGAL SUPPORT & ENFORCEMENT REF NO: CCRD/NLA 018
Overview: To manage the compliance to the National Liquor Act and provide Legal support to the NLA.

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 an Economic/Law environment.
Key Requirements: Experience in strategy, policy development and implementation. Experience in litigation and the provision of legal advice and opinions. Admission as an attorney will be an added advantage Experience in managing compliance and enforcement. Experience in 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 and interpersonal skills and problem-solving skills. Strategic capability and leadership skills. Proficient in MS Office packages. Knowledge of Public Service Regulation, Public Service Act and PFMA. Strategic capability and leadership skills.

DUTIES
Strategies and policies for legal services and enforcement: Manage the process of developing and implementing legal services and enforcement policies and strategies. Reduce regulatory compliance costs by improving the regulation of the liquor industry. Provision of legal services and litigation support to the NLA: Provide litigation support to the Chief Directorate. Provision of legal advice and opinions. Manage the consolidation of recommendation for the amendment of the Liquor Regulations. Compliance Resolutions: Develop the compliance regulations procedure and turnaround times. Ensure that non-compliance is analysed and allocated to inspectors for investigation. Stakeholder management: Create platforms for continuous engagements with key stakeholders, including divisions within the dti, other government departments and tiers of government, key SOEs, organized business and labour. Work closely with other Government departments to develop a supportive policy environment. Liaising, consulting and networking with appropriate and relevant stakeholders. Represent the department in all forums and focus groups addressing the sector challenges. Initiate, attend and participate in meetings with industry associations and export councils to ensure alignment with the work of the dti. Monitoring compliance and enforcement: Manage the review of policies and methodologies and benchmark against international best practices. Provide support with the implementation of programmes. Direct and management of the directorate: Manage strategic planning for the directorate, including budgets and human resource. Provide directorate’s inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate: the filling of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Provide inputs into IPAP reporting structures, departmental reporting structures (including ENE reporting, Annual reports, MTSF).
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

OTHER POSTS

POST 03/228

ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: ODG/AUDIT 045

Overview: To supervise and conduct performance audits within the dti in order to assist management in achieving risk management, control and governance objectives within their business units.

SALARY

R470 040 per annum (Level 10) excluding benefits.

CENTRE

Pretoria

REQUIREMENTS

A three-year National Diploma/B Degree in Internal Auditing with at least internal audit, risk management and/or accounting as major subjects. 3 - 5 years’ relevant experience in an auditing environment. Key Requirements: Experience in conducting performance audits. Experience in audit planning, consulting and providing advisory services. Experience in supervising auditors or consultants. Experience in financial and project management. Knowledge of and experience in a recognised electronic auditing tool. Sound knowledge and understanding of Public Service Regulations, PFMA, Treasury Regulations and Public Service Act. Knowledge of the Institute of Internal Auditors Standards and the Code of Ethics. Planning and organising skills, presentation skills, communication skill (verbal and written), conflict management skills, problem-solving skills, analytical thinking skills and customer client focus. Proficient in MS Office Package.

DUTIES

Audit Planning, Consulting and Advisory Services: Provide input into the 3-year rolling coverage plan and the Internal Audit Coverage Plan. Assist in the planning of the audit scope in the audit coverage plan as well as work schedules as per risk assessment. Supervise ad hoc audit projects by ensuring that Internal Auditors and/or Consultants meet required standards and deadlines. Provide advice in consultation with internal audit management regarding management audit requests. Assist in identifying and conducting follow up audits. Conducting Audits: Engage with clients to obtain the audit scope and objectives. Assist with the drafting of engagement letters. Setting up on contact meetings and subsequent meetings during the course of an audit regarding progress, monitoring and tracking of deliverables. Participate in the Performance Audit Steering Committee meetings. Conduct research and gather background information on the audit area and audit scope to inform the audit plan and engagement letter. Perform risk assessment specifically on performance-related risks taking into account Auditor General Findings. Draft systems descriptions to inform the audit process. Draw up audit programmes to identify controls and weaknesses/inefficiencies and effects. Prepare audit working papers with the substantive supporting documentation with regards to audit work performed. Draft informal queries for the areas of control weaknesses and discuss with management for input purposes. Assist in the drafting of the audit report by providing a first draft audit report for internal management review and comment. Complete quality assurance documentation as part of the audit process. Supervision of Internal Auditors and/or Consultants: Assist in the review of certain components of audit work performed by Internal Auditors and/or Consultants e.g. system description, working papers and informal queries for accuracy and quality. Provide input into team members’ performance agreements and Transfer of Skills documentation regarding development and training areas. Provide general feedback on Internal Auditors and/or Consultants work progress. Client Relations: Assist in managing relationships between the Internal Audit Division as well as between management and clients. Resolve issues with clients, in consultation with management. Interact regularly with Consultants on the related audit project in order to ensure progress towards objectives. Communication: Report timeously on Performance audit findings through regular feedback to management. Discuss audit-related issues and audit reports with clients. Provide feedback to the client on an updated risk assessed. Audit Committee Preparations: Provide a draft summary of the specific
performance audit. Assist in verifying and quality assuring the audit committee packs.

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

POST 03/229: ASSISTANT DIRECTOR REF NO: MCEP - (IDAD/MCEP 031)
Overview: To coordinate the application process and ensure that MCEP applications from Agro, Furniture, Wood, Pulp and Paper are processed accurately within targeted time in compliance with guidelines, regulations and administrative rules.

SALARY: R470 040 per annum (Level 10)

CENTRE: Pretoria

REQUIREMENTS: A three-year National Diploma/B-Degree in Economics/Finance/Business Admin/Public management. 3-5 year’s relevant experience in an Incentive/Economic/Finance environment. Key Requirements: Experience in processing of incentive applications. Experience in drafting reports and/or statistics. Experience in stakeholder and project management. Experience in coordination of administrative functions. Research and analytical skills Communications skills (Verbal and written), Client orientation and customer focus, interpersonal skills, financial management, presentation skills, conflict management skills, planning and organising. Knowledge of service delivery improvement. Proficient in MS Packages Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations.

DUTIES: Processing applications: Receive, check and acknowledge the MCEP applications. Update register on received MCEP application to date. Administer and process applications according to guidelines, regulations and administrative rules. Conduct site inspections to verify the authenticity of the entity. Interact with customers and consultants on the applications. Prepare the project summaries for technical or adjudication committee. Reporting: Update statistical database on MCEP applications. Provide support on the compilation of reports on the MCEP applications. Provide support on the compilation of statistics on the performance of MCEP. Provide support in the preparation of ad-hoc statistics as and when required by line management. Stakeholder management: Coordinate MCEP meetings with relevant stakeholders. Interact with other stakeholders to ensure that the approved applicants are successful, sustainable and continuously comply with all incentive programme requirements. Assist concerning the presentations of project summary for applications to the adjudication committee meetings. Administration: Provide input on recommendations or draft revised policy proposals for management. Provide input on divisional budget and business plans. Compile progress reports monthly on the project concerning timelines and budget. Review and update economic statistics every quarter. Provide input into the strategic direction of the unit. Implement SDIP standards and reporting. Review the alignment of SDIP.

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 males, White males as well as people with disabilities.

POST 03/230: EXECUTIVE ASSISTANT REF NO: TISA/DMU 020
Overview: To provide administrative support and office management functions in the Office of the Deputy Director-General.

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

CENTRE: Pretoria

REQUIREMENTS: A three-year National Diploma or B Degree in Office Management/Human Resources Management/Business Administration. 3 years’ relevant experience in an office administration/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: Manage the electronic diary and arrange meetings for the DDG. Ensure telephone calls are screened and sorted with a programme of call or feedbacks co-ordination. Maintain office supplies. Provide logistical support for the DDG on official trips. Order stationery and other office equipment on a regular to ensure operational productivity. Manage the calendar of events for the DDG. Maintain records of minutes meeting to ensure follow up actions. Arrange corporate travelling and meetings for the DDG. Manage the appointments of the DDG. Provide secretariat 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. Document management: Ensure outgoing correspondence is recorded, distributed and tracked appropriately. Ensure documents are appropriately stored for ease of retrieval. Reply to corresponded on a high level. Ensure the opening and closing of files of the DDG’s Office. Project Management: Monitor the project management system for efficiency and effectiveness. Organise meeting for the division and/or Senior Management. Execute any Ad Hoc projects of the office of the DDG. Assist with inputs for briefing documents and information for the Minister and DM’s. Ensure there are reports provided on meetings and visits. Coordinate office activities to ensure maximum efficiency. Financial Management: Ensure that all advances and claims for the DDG are done within the specific time frame set out in the S&T policy. Ensure that the petty cash is managed as per the petty cash policy. Ensure that the budget of the Office of the DDG is managed with its specifications. Procurement to be done as per departmental procurement policy. Internal and external Liaison: Electronic, written and verbal messages received and transmitted as necessary to facilitate communications within all internal and external key clients. Implement and manage a reminder system for external and internal customers including project schedules operated to enable efficient process flow, timely and relevant response and action. Oversight of corporate client services and database thereof. Responsible for developing intra-divisional communication protocols for the office of the DDG.

**ENQUIRIES**

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

**POST 03/231**

**PERFORMANCE AUDITOR REF NO: ODG/AUDIT 028 & 062**

Overview: To independently assess the management measures that exists and makes recommendations.

**SALARY**

R316 791 per annum (Level 08) excluding benefits

**CENTRE**

Pretoria

**REQUIREMENTS**

DUTIES: Planning the Performance Audit: Provide input in the Contact Meeting. Analyse Background information. Identification of focus area for the Performance Audit to be conducted. Develop Audit Objectives and Criteria. Provide input into the drafting of the engagement letter. Identification of symptoms. Provide inputs during First Audit Steering Committee Meeting. Conduct Performance Audit: Complete routine administration associated with the job. Follow up on symptoms identified in the planning phase. Identify new symptoms. Draw up audit programmes to identify the lack of management measures in the specific audit scope. Test Compliance Audit Criteria. Formulate Audit Findings: Draft audit findings in accordance with the Institute of Internal Audit Standards. Align audit findings to audit procedures. Ensure the quality of audit findings. Obtain management comments and action plan on how to rectify control weakness(es). Reporting: Peer review all findings identified during the execution phase. Discuss finding/informal queries identified during the execution phase with the audit client. Write reporting items and suggested corrective measures. Compile a draft audit report for the Assistant Director/Deputy Director to review. Provide input in meetings with management in the dti to agree on identified audits and timelines. Develop an annual Audit coverage plan: Provide inputs into the evaluation internal audit coverage plan of the performance audit Directorate. Provide input in meetings with management in the dti to agree on identified audits and timelines. Communication: Report timely on Performance Audit Findings through regular feedback to Audit Managers for the specific section assigned. Discuss audit related issues with the client for the specific section assigned. Resolve issues with clients in consultation with Internal Audits Management. Provide feedback to the clients. Project management of identified performance audits: Provide inputs and summary documents for the audit committee meetings. Compile a budget for each Performance audit and monitor progress against the budget as the project progresses. Provide weekly feedback and updates on projects status. Plan and execute the identified compliance audit/s within the business units.

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

POST 03/232: COMPLIANCE AUDITOR REF NO: ODG/AUDIT 035 & 36

Overview: To conduct compliance audit as per the annual internal audit coverage plan.

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

CENTRE: Pretoria


DUTIES: Planning the Compliance Audit: Provide input in the Contact Meeting. Analyse Background information. Identification of focus area for the Compliance Audit to be conducted. Develop audit objectives and criteria. Provide input into the drafting of the engagement letter. Identification of symptoms. Provide inputs during First Audit Steering Committee Meeting. Conduct Compliance Audit: Complete routine administration associated with the job. Follow up on symptoms identified in the planning phase. Identify new symptoms. Draw up audit programmes to identify the lack of management measures in the specific audit scope. Test Compliance audit criteria. Formulate Audit Findings: Draft audit findings in accordance with the Institute of Internal Audit Standards. Align audit findings to audit procedures.
Ensure the quality of audit findings. Obtain management comments and action plan on how to rectify control weaknesses. Reporting: Peer review all findings identified during the execution phase. Discuss finding/informal queries identified during the execution phase with the audit client. Write reporting items and suggested corrective measures. Compile a draft audit report for the Assistant Director/Deputy Director to review. Provide input in meetings with management in the dti to agree on identified audits and timelines. Develop an annual Audit coverage plan: Provide inputs into the evaluation internal audit coverage plan of the compliance audit Directorate. Provide input in meetings with management in the dti to agree on identified audits and timelines. Communication: Report timeously on Compliance Audit Findings through regular feedback to Audit Managers for the specific section assigned. Discuss audit related issues with the client for the specific section assigned. Resolve issues with clients in consultation with Internal Audits Management. Provide feedback to the clients. Project management of identified performance audits: Provide inputs and summary documents for the audit committee meetings. Compile a budget for each compliance audit and monitor progress against budget as the project progresses. Provide weekly feedback and updates on projects status. Plan and execute the identified compliance audit/s within the business units.

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