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 application.

CLOSING DATE: 21 February 2020

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. 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 05/85: DIRECTOR: SKILLS FOR THE ECONOMY REF NO: SEZET/SKILLS ECO 014

Overview: To Manage policies and programmes for the Skills of the Economy.

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

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in commercial sciences, social sciences, public administration or related field. 5 years relevant experience at a middle/senior managerial level in a skills development environment or related. Key Requirements: Experience in the development and implementation of skills development programmes. Experience in financial reporting and monitoring and evaluation. Experience in advocacy. Experience in Project Management, Financial Management, Stakeholder Management, Risk Management, People Management and Empowerment. Strategy capability, planning and organising skills, communication (Verbal and excellent writing skills), Accounting and analytical skills, presentations skills, client orientation and problem-solving skills. Knowledge and understanding of Preferential Procurement Policy Framework Act, Public Service Regulations, PFMA, Treasury Regulations and Public Service Act. Proficient in MS Packages.

DUTIES: Guide the structuring of work with internal and external partners through appropriate implementation network. Manage the alignment of skills supports to the IPAP priorities and the dti mandate. Manage the development of new programmes to respond to specific skills requirements. Manage an equitable geographic spread in the skills interventions of the unit. Create platforms for the overall advancement of the skills unit's work. Manage the development and implementation of stakeholder agreements. Manage the appointment of service providers/expert committees to augment the work of the Chief Directorate. Liaise, consult and network with appropriate and relevant stakeholders involved in the Skills for Economy. Represent the department in the stakeholder forums and focus groups addressing the challenges in skills programmes. Manage the key stakeholders. Monitor the implementation of skills programmes. Manage the
implementation of corrective measures when required and ensure the timely completion of programmes. Manage the availability of the latest information on the programmes on the dti website and in print publications. Showcase the successes of the skills programmes on strategic platform. Management of staff, finances and strategic planning of the unit.

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 and Indian female candidates.

OTHER POST

POST 05/86: DEPUTY DIRECTOR: EMPLOYMENT EQUITY AND TRANSFORMATION

REF NO: CMSD/OD&T 020

Overview: To manage transformation by developing transformation policies and strategies that will drive employment equity, integrate of Persons with Disabilities; empower women and gender mainstreaming within the dti

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

CENTRE: Pretoria

REQUIREMENTS:


DUTIES:

Develop, implement and continuously review policies, plans and methodologies related to Employment Equity (EE), Disability Management and Gender Mainstreaming. Develop guidelines for non-discriminatory employment practices, and monitor their implementation and impact. Develop Women development and Job access for the People with Disabilities framework. Provide implementation support to all Divisions and guide the work of Employment Equity, Disability management; Women empowerment and Gender mainstreaming to ensure alignment with the dti’s strategic plans. Develop and implement all transformation strategies and procedures, focusing on diversity management programmes. Facilitate the implementation of all the transformation strategies, policies and procedures. Coordinate and facilitate transformation related workshops. Plan and organise seminars, workshops and conference for the internal staff on disability mainstreaming in the dti. Provide guidance to Divisions through liaising, consulting and providing relevant Transformation interventions. Participate in all forums of the department and focus addressing transformation challenges. Advise all the dti employees on transformation related issues. Represent the Department in the inter-departmental collaboration committees and advise Department on the Governmental priorities. Build and maintain relationship with transformation stakeholders, including other Government departments, organisations for people with disabilities, Women organisations and the three tiers of government, organised business and Higher Learning Institutions. Identify gender mainstreaming agencies and the needs of other stakeholders related to women empowerment and particularly, gender mainstreaming. Present to management and the dti divisions on transformation and other related matters. Conduct research, undertake analysis of best practice and their relevance to Employment Equity, Disability management and Gender mainstreaming and recommend or develop appropriate strategies and
interventions to the dti. Conduct research and draft speeches and briefing notes for the Ministry and Executive management of the Department on Employment Equity; Disability management and Gender mainstreaming. Benchmark against international and national best practices. Conduct annual reviews with regards to the impact of interventions implemented and compile reports. Conduct divisional reviews with regards to the implementation of all the transformation policies and strategies. Conduct EE surveys, monitor progress and evaluate findings to determine if systematic discrimination exists. Investigate employment practices or alleged violations of EE to document and correct discriminatory factors. Develop and implement and review the dti’s Divisional cascaded Employment Equity plan and/or report annually. Prepare the Department of Labour (DOL) annual report. Provide inputs into the annual business plans, MTEF and MTST. Manage responses to all enquiries and requests regarding disability management, gender mainstreaming, diversity management and EE initiatives. Compile progress reports on a monthly basis on the projects with regards to timelines and budgets.

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