ANNEXURE Q

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.

CLOSING DATE: 06 March 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 07/48: EXECUTIVE MANAGER: COMPLIANCE REF NO: BEE/COMP 021

(Broad-Based Black Economic Empowerment (B-BBEE) Commission)

Overview: provide strategic leadership on compliance, advocacy, education & awareness and verification functions.

SALARY: R1 251 183 per annum (Level 14) (All-inclusive Remuneration Package).

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Public Administration or Business Management/Social Science/Legal 5 years’ relevant experience at senior management level. Strategic management; leadership; analytical; verbal & written communication; project management; 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: Provide strategic leadership on the management of advocacy, education and awareness functions: Provide strategic leadership on the development and implementation of advocacy and capacity building policies, strategies and plans. Provide strategic leadership on the management of partnerships, advocacy and networking within the Commission and regulatory agencies. Provide strategic leadership on the education and awareness sessions to ensure compliance with the B-BBEE legislation. Provide strategic leadership on the roll-out of interventions to rural and other marginalised areas. Provide strategic leadership on the advocacy, education and awareness programmes, monitoring and evaluation thereof. Provide strategic leadership in ensuring that expanded outreach and feedback mechanisms are in place. Provide strategic leadership on the compilation/publication and distribution of information brochures. Provide strategic leadership on the management of compliance monitoring and evaluation functions. Ensure development of a compliance strategy. Provide strategic leadership on the management of legislative compliance. Provide strategic leadership on the management of compliance incentives. Monitor the detection and development of interventions for compliance gaps. Provide strategic leadership on the registration and analysis of B-BBEE transactions. Provide strategic leadership on the receipt and analysis of compliance reports. Provide strategic leadership on the monitoring of compliance trends. Provide strategic leadership on the issuing of advisory opinions, guidelines and practice notes. Provide strategic leadership on the provision of client contact centre services and ensure its efficiency. Ensure establishment and resourcing of the Client Contact Centre. Oversee the provision of efficient client interface and feedback mechanism. Ensure the development and monitoring of service delivery standards. Ensure...
encouragement of client comments and the monitoring thereof. Take prompt corrective measures to enforce “in-time” client response. Provide strategic leadership on the implementation of verification processes. Provide strategic leadership on the development of verification policies, systems, processes and procedures. Provide strategic leadership on the conducting of verification inspections. Provide strategic leadership on the provision of recommendations for corrective measures against verification practitioners. Ensure that penalties are imposed on non-compliant verification practitioners. Present report on trends to the Management Committee. Manage and account for the resources of the division. Manage the human resources of the Division. Manage the financial resources in terms of the provisions of the PFMA. Ensure accountability for allocated assets. Develop and manage strategic planning, monitor and evaluate risk plan for the division.

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

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 shortlisted 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).

CLOSING DATE: 06 March 2020

POST 07/49: DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: ODG/SCM 001
Overview: To manage and oversee the procurement of goods and services within the dti and to ensure compliance about relevant legislation, regulations and directives in this regard and also oversee the payment to suppliers and management and maintain the departmental asset register.

SALARY: R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Public Administration/Supply Chain Management.5 years’ relevant Middle/Senior Managerial experience in Supply Chain Management within the private and/or public sector. Key Requirements: Experience in supply chain management policy development and implementation. Experience in the implementation and maintenance of procurement systems and processes. Experience in asset management. Experience in the management of processing payments as well as stores and stores items. Experience in managing travel and transport contracts. Experience in stakeholder management, project management, financial management, people management and change management. Strategic capability and leadership skills. Knowledge of PFMA, PPPF Act, Income Tax Act, AG Act, Public Service Regulation and Public Service Act. Proficient in MS Packages.

DUTIES: Management of procurement of goods and services: Oversee and ensure correct implementation and maintenance of prescribed Procurement System. Develop new policies and review existing policies to ensure compliance to PFMA, PPPFA, Treasury Regulations and other National Treasury prescripts. Oversee and manage the process of issuing official orders for the procurement of goods and services, and ensure requests are approved per the departmental Financial Delegations and within agreed time frames. Ensure that monthly, weekly and daily reports from Logis are generated and monitored to identify any discrepancies in the utilization of the system. Ensure that any recommendations on changes to be made the Logis system are reported to National Treasury. Ensure that sufficient security measures are in place on
LOGIS, to prevent fraudulent transactions. Determine and manage agreed turnaround times in the process of procuring goods and services. Oversee and manage the compilation and issuing of monthly reports on outstanding commitments, the value of store items issued and procurement spend on HDI suppliers. Review and analyse daily statistics on several orders issued and requests for orders not processed and implement corrective action if necessary. Compile the annual Business Plan and obtain inputs from all SCM staff members. Ensure that Business Plan is aligned with divisional Business Plan and communicate approved Business Plan with staff. Advice divisions on procurement processes and procedures. Oversee and manage the monthly operational reporting and implement corrective measures where necessary. Manage the processing of payments: Oversee and manage the processing of order based payments within the prescribed period of 30 days. Oversee and manage the processing of travel-related payments within the prescribed period of 30 days. Ensure that all payments made are in accordance with the prescribed processes and procedures. Implement and maintain control measures in monitoring the number and value of invoices received and processed. Review and analyse daily statistics on invoices received and paid and implement corrective action if necessary. Report weekly, monthly, quarterly and annually on number and value of invoices received and processed. Oversee, manage and report any possible irregular expenditure. Manage and monitor outstanding commitments against open orders and implement processes and procedures to ensure that invoices are received timeously and paid within the allocated budget. Ensure that outstanding commitment reports are sent to divisions monthly. Report monthly on the number and value of orders issued. Prepare and submit responses to audit findings within agreed turnaround times. Management of stores and store items: Oversee and manage departmental Stores and Store Items to ensure compliance to prescribed policies, processes and procedures. Ensure that stock levels are as per approved minimum and maximum numbers and that stock is always available. Appoint capable officials in writing to conduct quarterly stock counts. Ensure that quarterly stock counts are conducted and that any discrepancies are investigated, reported and corrected. Evaluate existing control measures and implement additional control measures if necessary to prevent any fraudulent transactions or theft taking place. Oversee and manage the issuing of store items to ensure correct quantities and items are issued and that records are updated accordingly. Ensure that all surplus and redundant items are disposed off in accordance with Treasury Regulations. Report monthly on the number and value of store items issued to different cost centres. Assets Management: Ensure that a correct and concise asset register is implemented and maintained on the prescribed system. Ensure compliance to prescribed Legislation, National Treasury Guidelines and departmental policies. Review system and policies on an annual basis and implement amendments if necessary. Oversee and manage the bi-annual asset verification process. Ensure that Logis records are reconciled with physical asset verification and those discrepancies are reported and investigated. Oversee and manage the monthly reconciliation between BAS and Logis and ensure that incorrect allocations are corrected and all new purchases are correctly categorised. Ensure that all surplus and redundant assets are disposed off in accordance with Treasury Regulations. Compile inputs into annual financial statements in accordance with National Treasury Guidelines. Compile responses to audit findings within agreed timeframes. Oversee and manage monthly operational reports indicating the number and value of assets per division. Oversee and manage the issuing, repairs and replacement of Category A and C cell phones. Awareness of Supply Chain Management. Manage the facilitation of awareness sessions. Communicate the benefits and impact of Supply Chain training. Provide advice to an official within the organisation on Supply Chain Management compliance requirements. Conduct presentation on Supply Chain Management. Management of Travel and Transport Contract. Oversee and manage contracts concluded with three travel agencies to facilitate and arrange all dti travel requirements. Attend quarterly meetings with appointed travel agencies and ensure compliance with agreed Service Level Agreements. Manage the appointment of new travel agencies every second year via a formal tender process. Review and amend the Subsistence, Travel and Transport Policy on an annual basis. Put processes in place to ensure that requests for air tickets, accommodation and car rentals are attended to.
within the agreed turnaround times and in the most cost-effective manner. Report monthly on the number and value of air tickets issued, number and value of accommodation arranged and number and value of car rentals facilitated. Compile and submit detail travel reports to divisions quarterly. Oversee and manage the Public-Private Partnership contract for the provision of fleet vehicles to the department. Attend and represent the department at the monthly SteerCom meetings with Department of Transport, National Treasury and the serviced provider (Phavis World). Oversee and manage the daily operations about the issuing, servicing and usage of pool vehicles. Implement processes and procedures to detect any possible misuse of pool vehicles and take necessary action to prevent a re-occurrence. Report monthly on the usage of pool vehicles and monitor reports to ensure the most cost-effective usage of vehicles. Directorate Management: Manage financial resource and assets of the unit. Manage the staff and personnel in the unit. 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 African, Indian and White male candidate as well as persons with disabilities.

POST 07/50: DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: CCRD/KM 001
Overview: To manage, coordinate and monitor the development and implementation of research, analysis and knowledge management programmes of the CCRD.

SALARY: R1 057 326 per annum (Level 13) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An undergraduate qualification (NQF Level 7) in Social/Economic and Management Sciences. 5 years’ relevant experience at a middle/senior managerial level in a research and knowledge management environment. Key Requirements: Experience in developing and maintaining knowledge management & research analysis systems. Experience in research and policy analysis. Experience in Corporate Governance. Experience in stakeholder management, people management, financial management, project management and report writing. Analytical thinking skills, research methodology, market analysis and statistical analysis. Communication skills (verbal and written), analytical and thinking skills, presentation skills, planning and organising skills and Interpersonal skills. Proven strategic planning and management, leadership skills and people management. Corporate Governance: Ethics, Risk, Fraud Prevention and Control.

DUTIES: Develop and maintain knowledge management and research analysis systems for the CCRD: Develop and manage programmes for the division. Research best practice, conduct impact assessments and benchmarks. Develop knowledge management and research analysis systems. Maintain the knowledge management and research analysis systems. Provide strategic direction for the division and ensure effective research, analysis and knowledge management: Manage and direct the development and implementation of strategies, policies, protocols, norms and standards. Put the mechanisms in place to monitor the division's outputs. Provide general advice on research within the CCRD Division and the stakeholders in line with the policies. Direct the allocation of resources for programmes deliverables and monitor all aspects. Monitor all research activities within the CCRD: Monitor the development of guidelines to be used when conducting the research. Ensure monitoring of research conducted based on the guidelines. Provide an executive summary of the recommendations of the research. Manage the recommendations and findings for decision-making purposes. Ensure effective promotion of knowledge management within the CCRD: Promote access to, and advice on, information to the CCRD. Guide the process of turning tacit and explicit knowledge into Institutional knowledge. Ensure effective monitoring and review of knowledge management practices. Monitor effective management of the research conducted: Ensure effective analysis conducted on the sectorial problems as emerged. Disseminate information on the impact of the knowledge management programmes of the CCRD. Provide information on research that has been conducted in the support request. Compile the report on the findings thereof. Review and evaluate practices, norms and standards: Review the effectiveness of research practices, norms and standards. Asses the implications of the present norms and standards.
Recommend mechanism for management intervention. 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, Indian and White males well as people with disabilities.

OTHER POST

POST 07/51

DEPUTY DIRECTOR: TRANSVERSAL, MANAGEMENT AND LEADERSHIP PROGRAMMES REF NO: CMSD/LC 006

Overview: To manage training and development of employees regarding Transversal, Management and Leadership Development Programmes and competencies.

SALARY

R733 257 per annum (Level 11) (All-inclusive remuneration package)

CENTRE

Pretoria

REQUIREMENTS

A three-year National Diploma/B Degree in Human Resource Development/Management and/or Social Science. 3-5 years’ relevant managerial experience in a Human Resources Development environment. Key Requirements: Experience in the management of Transversal, Management and Leadership programmes Experience in financial management, project management, report writing, and stakeholder management. Experience in facilitation of Compulsory Induction Programme modules in the public service will be added advantage. Communication skills (Verbal & Written), facilitation and presentation skills, interpersonal skills, planning and organising, research skills, mentoring and coaching. Knowledge and understanding of learning and development principles and methodologies. Knowledge and understanding of Human Resource Strategy in the Public Service, Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Skills Development Act, HRD Strategy in the public sector and Skills Levy Act. Proficient in MS Office packages. Willingness to travel as and when required.

DUTIES:

Manage the delivery of Transversal, Management and Leadership programmes: Conduct research and benchmarking advice on transversal programmes best practice. Ensure procurement of service providers for the delivery of transversal programmes. Ensure the development of and customisation of training content for relevant transversal and management development programmes. Facilitate the approval of the customised training material developed by service providers. Identify gaps and changes required in the training material and ensure the material is amended accordingly. Establish and build partnerships with the dti business units, role players and external stakeholders. Provide advice on the implementation of transversal programmes. Compile monthly, quarterly and annual programme evaluation reports. Assisting with the review of manuals. Liaise with the National School of Government and other training institutions on available Management and Leadership programmes. Market and communicate transversal programmes. Facilitate the nomination process for participating in learning programmes. Manage implementation of induction, coaching and mentoring programmes: Manage the delivery of Departmental Induction Programme and Compulsory Induction Programme. Ensure engagement and establishment of a relationship with internal and external stakeholders for the implementation of the Induction Programme. Financial Management: Provide budget input for incorporation into the overall training budget. Facilitate the payment of service providers as per PFMA and Treasury Regulations. Prepare budget and monitor expenditure to ensure spend is compliant and remains in line with budget parameters. Report accurately on budget variance and provide monthly feedback. Ensure compliance with administrative controls over funds, contracts and procurements to prelude fraud or mismanagement of funds within the budget. Sub directorate management: Manage employee performance and capacity development in line with the dti’s Performance Management Policies and Procedures. Implement the approved business plan for the sub-directorate. Manage the Transversal, Management and Leadership unit. Consolidate sub-directorate reports for all programmes.
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, White male and people with disabilities.