

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

APPLICATIONS : can be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedtic.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 : 21 August 2020

NOTE : Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position 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. Senior Management Pre-entry programme certificate obtained from National School of Government (NSG) is required for all SMS applicants. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/>. The dtic 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 dtic reserves the right not to fill any advertised position(s).

OTHER POSTS

POST 19/127 : **DEPUTY DIRECTOR: BRANCH FINANCIAL ADVISOR REF NO: CMSB/DDG 008**

Overview: To provide financial support services to management in the Corporate Management Services Branch.

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

CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma/Bachelor's Degree in Business/Public Administration, Finance and / or equivalent qualification. 3 - 5 year's relevant managerial experience in Public/Private Sector in a finance environment. Key Requirements: Experience in financial reporting. Experience in budget and cash flow management. Experience in compliance management. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of supply chain management processes. Be proficient in MS Office software packages. Project management skills.

DUTIES : Monitor and ensure compliance with the PFMA and financial procedures. Oversee financial reporting and control. Ensure budget and cash flow management. Ensure provision of management information. Oversee budget allocations and budget control. Be responsible for supply chain management. Oversee expenditure control. Prepare monthly expenditure report. Submit monthly report on variance to expenditure.

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 dtic's EE requirements, preference will be given to African Male, Coloured Female and White candidates as well as persons with disabilities.

POST 19/128 : **MANAGER: COMPLAINTS HANDLING REF NO: BEE/COM 068 (X2 POSTS)**

Broad-Based Black Economic Empowerment (B-BBEE) Commission
Purpose: To develop complaints handling system, procedures and processes and report on complaints trends.

SALARY : R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)

CENTRE : Pretori

REQUIREMENTS : Bachelor's Degree/National Diploma in Public Administration or Business Administration / Social Science / Economic Science / Law. Minimum of 3 years' relevant experience. Experience in complaints handling and resolution will be

		an added advantage. Skills/Knowledge: Skills required: leadership; analytical; verbal & written communication; project management; complaints handling, dispute resolution; negotiation; time management; conflict management; presentation and report writing. Knowledge of the Constitution, PFMA, National Treasury Regulations, B-BBEE Act; will be an added advantage.
<u>DUTIES</u>	:	Complaints handling: Handle complaints lodged with the commission in line with established procedures and processes; Develop and implement fast track procedures and processes to attend and resolve clients' complaints; Review of the complaints handling systems and provide recommendations to improve efficiency of the sub division; Evaluate the complaints handling system. Maintain and update the complaints database and tracking system: Maintain and updating of the database of complaints and a tracking system of all complaints; Monitor compliance with turnaround times for dealing with complaints; Submit weekly reports on delays in the management of complaints; Ensure that clients are informed of the reference numbers allocated to their complaints as well as progress regarding their complaints. Screening and analysing of complaints: Ensure correct implementation of the methodology for screening and analysis of complaints; Ensure categorisation of complaints; Identify and record complaints for investigations; Identify and refer complaints to other enforcement institutions; Identify and assess complaints for referral to higher authorities for direction. Co-ordinate alternative dispute resolution processes. Identify and record complaints that can be resolved through alternative dispute resolution processes; Coordinate complaints that can be resolved through alternative dispute resolution processes; Maintain and ensure consistency in the application of alternative dispute resolution processes; Maintain records of the number and nature of complaints resolved through alternative dispute resolution processes. Manage the resources of the sub-division: Manage the human resources of the sub division; Provide inputs in to the strategic planning of the unit and execution of the operational plan.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.
<u>NOTE</u>	:	The Broad-Based Black Economic Empowerment Commission's main function is to monitor, supervise and promote adherence to the B-BBEE Act, and to strengthen and foster collaboration between the public and private sector in order to promote and safeguard the objectives of B-BBEE.
<u>POST 19/129</u>	:	<u>MANAGER: COMPLIANCE MONITORING & EVALUATION REF NO: BEE/CME 028</u> Purpose: To monitor and evaluate legislative compliance.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R733 257 per annum (Level 11) (All-Inclusive Remuneration Package) Pretoria Bachelor's Degree/ National Diploma in Public Administration or Business Administration / Social Science / Economic Science /Law/Monitoring & Evaluation. Minimum of 3 years' relevant experience in compliance, monitoring and evaluation. Skills/Knowledge: 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; research and compiling publications, will be an added advantage.
<u>DUTIES</u>	:	Implementation of compliance monitoring & evaluation strategy and plan: Submit inputs on the scope of the compliance monitoring & evaluation; Prepare indicators for compliance monitoring & evaluation; Develop a compliance monitoring & evaluation strategy; Implement the compliance monitoring & evaluation strategy and plan; Monitor and evaluate compliance trends and report thereon. Development and provision of client advisory opinions/clarifications: Establish challenges by clients regarding legislative compliance; Record extent of identified gaps and provide inputs on recommendation to close the gaps; Draft/review the developed client advisory opinions and publications; Provide pro-active client advisory opinions/clarifications; Make recommendations on the proposed reviews for improving client advisory opinions. Compilation and provision of practice notes and guidelines: Record areas for which practice notes and guidelines must be developed and the contents thereof; Review and quality assure practice notes and guidelines; Consult with the legal unit on the legality of the practice notes and guidelines; Publish and distribute of practice notes and guidelines;

- Facilitate and co-ordinate the uploading of practice notes and guidelines on the Commission's website. Review and quality assure recommendations for the updating / review of practice notes and guidelines, where necessary. Monitor and evaluate legislative compliance: Research, develop or recommend the adoption of a compliance monitoring and evaluation system and tool; Conduct monitoring and evaluation processes; Conduct the analysis of B-BBEE compliance reports; Register and analyse B-BBEE Transactions; Conduct the assessment of B-BBEE Transactions; Provide B-BBEE Transactions reports; Quality assure quarterly reports on the outcomes of the monitoring and evaluation processes. 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 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 dtic's EE requirements, preference will be given to African female, Coloured, Indian and White candidates as well as persons with disabilities.
- POST 19/130** : **INVESTIGATOR REF NO: BEE/INV 059 (X4 POSTS)**
Purpose: To conduct investigations, search & seizure, raids and execute enforcement orders to ensure compliance with B-BBEE Act.
- SALARY** : R733 257 per annum (Level 11) (All-Inclusive Remuneration Package)
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree/ National Diploma in Public Administration or Business Administration / Social Science/ Economic Science / Law. Minimum of 3 years' relevant experience. Experience in conducting investigations, raids, search & seizure will be an added advantage. Skills/knowledge: Skills required: Analytical; verbal & written communication; time management; conflict management; investigative, presentation and report writing. Knowledge of the Constitution, PFMA, National Treasury Regulations, B-BBEE Act; Inspections & Investigations will be an added advantage.
- DUTIES** : Conduct investigation and effect enforcements: Recommend cases for investigation; Conduct pro-active and reactive investigations; Plan and execute search and seizure; Plan and conduct raids; Provide evidence at public hearing; Ensure compliance with enforcement orders; Develop mechanism to conduct trend analysis on non-compliance and provide recommendations for management decision making; Report on all investigations; search & seizure operations and raids. Manage case records: Manage case files of cases investigated and new cases; Maintain security and care of case files; Ensure safety, care and records of evidence collected; Provide quarterly reports on investigation and new cases trends; Make recommendations for initiation of investigations. Recommend referrals to other regulatory/law enforcement institutions: Assess cases for referral to other regulatory/law enforcement institutions; Recommend referral to other regulatory/law enforcement institutions; Comply with referral processes and procedures for prosecution; Recommend prosecution, where necessary. Provide support at public hearings: Manage the scheduling and logistical arrangement to hold public hearings; Manage and attend public hearings; Provide reports and evidence files for tabling at public hearings; Present evidence at public hearings. 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 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 dtic's EE requirements, preference will be given to African female, Coloured, Indian and White candidates as well as persons with disabilities.