

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** : 02 October 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 22/123** : **JUNIOR ECONOMIST: DATA MANAGEMENT REF NO: CP&EP/ECON PLANNING 001**
Overview: To conduct economic modelling, monitoring and evaluation to improve development outcomes.
- SALARY** : R869 007 per annum (Level 12) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Appropriate honours degree or equivalent qualification. 3-5 years' appropriate data management experience. Key Requirements: Must have good data research skills, and the ability to translate data well. Should have managerial competencies, like problem solving skills, financial management, communication, strategic planning. Technical skills required: quantitative and qualitative data management report writing, research, project management, policy development. Computer literacy. Knowledge: prescripts and policies, economics, national and international data sources.
- DUTIES** : Support improved utilisation of data across the dtic. Identify and systemise data source and databases, and identify and procure appropriate software. Organise regular training in data utilisation and analysis and in relevant software for staff members of the dtic. Assist with monthly consolidation and presentation of new data on employment, economic growth, equity and other relevant variables. Support policy formulation and review.
- 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 Coloured, Indian and White candidates and persons with disabilities.
- POST 22/124** : **EXECUTIVE ASSISTANT REF NO: CCRB/DDG 011**
Overview: To provide administrative support and office management functions in the Office of the Deputy Director-General.
- SALARY** : R376 596 per annum, excluding benefits, Level 09
- 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.

NOTE

: In terms of the dtic's EE requirements, preference will be given to African male, Coloured and White candidates.