

## 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.

**CLOSING DATE** : 16 October 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](http://www.gov.za/documents) 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 23/63** : **DEPUTY DIRECTOR: BUSINESS DEVELOPMENT REF NO: IFB/BDU 010**  
Overview: To manage and promote the accessibility of the dtic offerings through the strategic use of provincial partners and focused customer care in the specific province.

**SALARY** : R869 007 per annum (Level 12) (All-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three - year National Diploma / B. Degree in Business management/Financial / Economics. 3 - 5 years' relevant managerial experience in incentive administration environment. Key Requirements: Experience in developing communication and marketing strategies. Experience in stakeholder management and relations, financial management, programme and project management. Communication skills (verbal and written), planning and organising, change management and problem solving skills. Knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act. Proficient in MS Office packages.

**DUTIES** : Improve the turnaround time for handling walk-in clients: Manage the assistance of Walk-in clients. Respond to enquiries and queries within the specified timeframe. Submit quarterly reports on enquiries and queries within the specified timeframe. Communication Strategies: Develop and revise communication strategies (Incentive specific, generic, project based regional) as per Business Plan. Implement communication strategies with Regional and Programme Managers. Facilitate the compilation of databases of the existing and potential of the dtic's beneficiaries in the specific province. Facilitate the dissemination of information on the dti incentive schemes. Communication and Marketing: Identify advertising and PR needs position (both mass and targeted communication) and facilitate these interventions. Profile success stories and the dtic empowered projects. Participate and expose trade shows and exhibitions. Event Coordination. Facilitate and manage the production of information material and promotional items. Stakeholder Relations and management: Build and maintain a relationship with both internal & external stakeholders. Capacitate stakeholders on the dtic offerings and participate at information offering session. Provide support in liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in the identification of stakeholders needs. Create and maintain stakeholder's database.

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

**POST 23/64** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: ODG/CORP GOV 003**  
 Overview: To provide risk, ethics, compliance and fraud prevention services.

**SALARY** : R733 257 per annum, (Level 11) (All-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A three - year National Diploma/ B. Degree in Risk Management /Commerce / Auditing / Fraud / Corporate Governance. 3-5 years' managerial experience in risk management and corporate governance environment. Key Requirements: Experience in risk management, ethics management, compliance monitoring, reporting and fraud prevention. Experience in stakeholder management, financial management and project management. Communication skills (verbal and written), planning and organising. Sound knowledge and understanding of Public Service Regulations, Public Service Act, Treasury Regulations and Public Finance Management Act. A thorough understanding of Risk Management, Ethics, Fraud Prevention, Compliance and Corporate governance. Understanding of Ethics in the Public Service. Ability to work independently. Analytical skills. Excellent written and verbal communication. Good interpersonal relations. Ability to perform under pressure. Ability to maintain a high level of confidentiality. Proficient in MS Office packages.

**DUTIES** : Risk Management: Facilitate the strategic risk process and compile the strategic risk register. Monitor risk management processes at the public entities and assist the entities. Develop strategic project risk registers and monitor project risks. Identify risks across the public entities. Conduct risk management awareness campaigns (strategic and public entities). Ethics Management: Review and update the Ethics Policy, strategy and plan for implementation, awareness and monitoring. Promote ethics awareness campaigns, and provide training on ethics for all levels of the Department. Provide inputs to the supportive policies and processes for managing reports of breaches, guidance on ethical dilemmas, financial disclosures, other remunerative work and conflicts of interest. Oversee the financial disclosure process, the Other Remunerative Work process and the Ethics Committee. Monitor the ethics culture in the Department. Compliance: Review and input to the Compliance framework for the Department. Review and update the compliance universe. Develop Compliance Control Plans (CCPs) and compliance risk registers. Identify, interpret, assess and clarify relevant provisions and pieces of legislation impacting the dtic. Fraud Prevention: Provide input to the Fraud Prevention Policy, strategy and plan. Monitor the fraud prevention action plans. Conduct fraud awareness and fraud prevention training. Identify fraud risks across the Department and facilitate the mitigation thereof. Reporting, stakeholder management and management of staff.

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