

**DEPARTMENT OF SCIENCE AND INNOVATION**

*The Department of Science and Innovation is an affirmative action employer, and coloured people, white women and people with disabilities are encouraged to apply for these posts.*

<b><u>CLOSING DATE</u></b>	:	10 December 2021
<b><u>NOTE</u></b>	:	Applications must be accompanied by a completed and signed Z83 form and up-to-date curriculum vitae (including three contactable referees) as well as the applicant's qualifications and identity document. Required documents need not be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at <a href="http://www.dpsa.gov.za/dpsa2g/vacancies.asp">http://www.dpsa.gov.za/dpsa2g/vacancies.asp</a> . Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Shortlisted candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, previous employment verification, verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise to test relevant technical elements of the job, the logistics for which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. All SMS candidates must have completed a senior management leadership programme with either the National School of Governance (NSG) or a higher education institution accredited by the NSG, and must submit proof of this with their applications.

**MANAGEMENT ECHELON**

<b><u>POST 42/119</u></b>	:	<b><u>CHIEF DIRECTOR: HUMAN RESOURCES REF. NO. 2021/01</u></b>
<b><u>SALARY</u></b>	:	R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An NQF level 7 qualification in human resources, industrial psychology, business administration, public management or similar field. A postgraduate qualification will be an advantage. Minimum of five years' experience in a human resources environment at senior managerial level. Candidates must have knowledge of relevant human resources systems, processes and procedures, policies and legislative frameworks as well as the government policy environment and strategic and planning processes. The incumbent must be able to articulate ideas, work under pressure and interact diplomatically at all levels. They should possess strategic capability, leadership, programme and project management, financial management, people management and empowerment, service delivery, culture building, change management, innovation, problem solving, policy development, communication (writing, presentation and verbal), research and analysis, stakeholder management and negotiation. They should be customer and service oriented, emotionally intelligent and able to promote and demonstrate the Department's values.
<b><u>DUTIES</u></b>	:	Oversee effective personnel administration and the development and retention of competent human resources in the Department. Render an organisational development and performance management support service to the Department. Promote ethics management and sound labour relations and practices. Oversee the administration of special programmes (employee health and wellness, occupational health and safety and transformation and diversity). Provide strategic programme management, people management and empowerment and financial management.
<b><u>ENQUIRIES</u></b>	:	Mr Johan Jansen van Rensburg, Tel. 012 843 6701

**APPLICATIONS** : Applications must be emailed to [cd.hr@dst.gov.za](mailto:cd.hr@dst.gov.za).

**POST 42/120** : **CHIEF FINANCIAL OFFICER REF. NO. 2021/02**

**SALARY** : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An NQF level 7 qualification in financial management or accounting. A postgraduate degree will be an advantage. Minimum of five years' experience in a financial management environment at senior management level. Applicants should possess good knowledge and understanding of the implementation of the Public Finance Management Act and other relevant legislation, corporate governance systems, electronic financial systems, supply chain management prescripts and procedures, strategic and finance planning processes and the government policy environment. They should possess strategic capability and leadership, skills in relationship building, computer literacy (MS Office), programme and project management, change management, people management and empowerment, service delivery and innovation, problem solving and analysis, policy development, communication (writing, presentation and verbal), analytical thinking, research management and stakeholder management. The incumbent should be able to work under pressure, independently and as part of a team. They should be customer and service oriented, emotionally intelligent, reliable and resilient, diplomatic, innovative and creative.

**DUTIES** : Oversee financial governance and management in the DSI and its entities. Monitor and review the departmental budget. Oversee asset management and procurement. Provide strategic leadership within the Chief Directorate. Ensure that there are financial systems and controls in place. Ensure the effective use of the Department's resources in line with the Public Finance Management Act.

**ENQUIRIES** : Ms Duduzile Magampa, Tel. 012 843 6704  
**APPLICATIONS** : Applications must be emailed to [cfo@dst.gov.za](mailto:cfo@dst.gov.za).

**POST 42/121** : **CHIEF DIRECTOR: OVERSEAS BILATERAL COOPERATION REF. NO. 2021/03**

**SALARY** : R1 251 183 – R1 495 956 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An NQF level 7 qualification in international relations or science. A postgraduate degree at master's level will be an advantage. Minimum of five years' experience at senior managerial level in a science, technology and innovation (STI) policy and/or research environment or related. Knowledge and extensive understanding of national systems of innovation in South Africa and internationally, understanding of the international cooperation environment, understanding of corporate governance systems, good knowledge and understanding of policy analysis and implementation, good knowledge and understanding of the Public Finance Management Act and relevant legislation. Skills: Strategic capability and leadership, people management and empowerment, programme and project management, financial management, change management, knowledge management, service delivery and innovation, problem solving and analysis, client orientation and customer focus, communication policy development, communication (writing, presentation and verbal), computer literacy, research and analytical, managerial, negotiation, and stakeholder management.

**DUTIES** : Attract international funds to support the growth and development of the national system of innovation and resources. Access international knowledge, capacities and resources. Strengthen STI cooperation in Africa. Advance South Africa's foreign policy through knowledge, science and innovation diplomacy. Strategic management, including people management and empowerment, and financial management of the allocated budget.

**ENQUIRIES** : Ms Duduzile Magampa, Tel. 012 843 6704  
**APPLICATIONS** : Applications must be emailed to [cd.obc@dst.gov.za](mailto:cd.obc@dst.gov.za).

#### OTHER POSTS

**POST 42/122** : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS REF. NO. 2021/04**

**SALARY** : R744 257 per annum (all-inclusive remuneration package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : A NQF level 6 in human resources management and/or development, industrial psychology, public management, administration, operations management, labour relations and/or social sciences. Minimum of three years' experience in the labour relations environment. Knowledge and understanding of the Public Service Act and Regulations. Knowledge and understanding of departmental policies and procedures. Good understanding and knowledge of labour laws, including the Labour Relations Act, the Basic Conditions of Employment Act, the Employment Equity Act, and ethics issues. Knowledge of the Public Finance Management Act and Treasury Regulations. Skills in communication (verbal and written), planning and organising, financial management, monitoring and evaluation, research and analysis, interpersonal relations, negotiation and presiding over hearings. Must be committed to service delivery and the Batho Pele principles. Must be proactive and able to take the initiative. Ability to work independently and in a team. Ability to liaise with stakeholders at different levels.

**DUTIES** : Manage ethics. Facilitate grievance cases, appeals and investigations. Liaise and maintain relations with internal and external stakeholders, including other government departments. Develop policy and reviews. Raise awareness and hold workshops. Provide internal controls and support.

**ENQUIRIES** : Ms Dolly Masuku, Tel. 012 843 6692

**APPLICATIONS** : Applications must be emailed to [dd.er@dst.gov.za](mailto:dd.er@dst.gov.za).

**POST 42/123** : **DEPUTY DIRECTOR: SPECIAL PROGRAMMES REF. NO. 2021/05**

**SALARY** : R744 255 per annum (all-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : A tertiary qualification (NQF level 6) in social sciences or industrial psychology. Minimum of three years' experience in health and wellness management. Knowledge of Public Service rules, regulations and prescripts, departmental human resources policies and procedures, and the Public Finance Management Act. Knowledge and understanding of employee assistance programme standards, gender issues, disability issues and the relevant policies. Knowledge of the Batho Pele principles. Knowledge of HIV and AIDS workplace programme policies, Government National Strategic Plans, Employee Health and Wellness Programme policy and Occupational Health and Safety. The candidate must have sound organising and planning skills, presentation, strategic planning and guidance skills. Good verbal and written communication. Counselling, coordination, people management and mentoring and coaching skills. Research and analytical skills, project and events management skills, marketing, negotiation and financial management skills. The incumbent should be able to work both individually and as part of a team, have good interpersonal relations, be able to work under pressure and with difficult persons, have a sense of responsibility and loyalty, be articulate, innovative and creative, and be able to maintain confidentiality.

**DUTIES** : Manage the employee wellness programme. Manage the health programme. Oversee and manage the Occupational Health and Safety Programme according to the DPSA Health and Wellness Policy framework. Manage the internal disability programme. Manage the internal gender programme. Create awareness of Batho Pele principles and encourage the implementation of service standards within the Department. Manage human resources and perform administration.

**ENQUIRIES** : Ms Dolly Masuku, Tel. 012 843 6692

**APPLICATIONS** : Applications must be emailed to [dd.sp@dst.gov.za](mailto:dd.sp@dst.gov.za).

**POST 42/124** : **DEPUTY DIRECTOR: ASTRONOMY MANAGEMENT AUTHORITY REF. NO. 2021/06**

**SALARY** : R744 255 per annum (all-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : A tertiary qualification (NQF level 6) in science, engineering, technology or law. Minimum of three years' experience in an electronic communications or astronomy environment. Knowledge of radio frequency spectrum and ability assess and make findings on radio frequency interference intensity levels. Understanding of radio frequency propagation modelling. Knowledge of the astronomy sector and ability to process information on astronomy advantage areas. Knowledge and understanding of the telecommunication, broadcasting and astronomy policies and regulations. Knowledge and understanding of

enforcement procedures. Knowledge and understanding of dust and light pollution and how to mitigate their negative impacts. Knowledge and understanding of the implementation of stakeholder management strategies. The incumbent must have good analytical and organisational skills, good verbal and written communication skills, skills in radio frequency spectrum planning systems and in monitoring and evaluation of radio frequency interferences, excellent negotiation skills, well developed interpersonal skills, and skills in monitoring and evaluation, reviews and management of projects, problem solving and decision making, and relationship management. The incumbent must be a team player, dependable, able to pay attention to detail, and able to take the initiative.

**DUTIES** : Manage the declared radio and optical Astronomy Advantage Areas. Protect the declared Astronomy Advantage Areas from detrimental optical and radio interference. Manage the standards and threshold levels for authorisations and prohibitions relating to radio frequency interference management. Manage stakeholder relations.

**ENQUIRIES** : Ms Dolly Masuku, Tel. 012 843 6692  
**APPLICATIONS** : Applications must be emailed to [dd.ama@dst.gov.za](mailto:dd.ama@dst.gov.za).

**POST 42/125** : **ASSISTANT DIRECTOR: SCIENCE, TECHNOLOGY AND INNOVATION INFORMATION PORTAL REF NO: 2021/07**

**SALARY** : R382 245 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An NQF level 6 in information systems, computer science or data science. A certificate in MySQL or SQL, a certificate in Excel and/or a certificate in data analytics would be an advantage. Two years' experience in an information systems environment. Relevant experience in working with business intelligence software. Experience in a research and public policy analysis environment would be an advantage. Technical understanding in the areas of database design, management, maintenance and support. Proficiency in Excel, SQL and MySQL and a solid understanding of database design principles. Knowledge of data warehousing concepts and proven report and query writing ability, service-orientated architecture and large enterprise level information management technologies and standards. Good understanding of the national system of innovation. Good knowledge, understanding and use of quantitative and qualitative information in a government policy-making environment. Good knowledge and understanding of information systems methodologies and frameworks. Good knowledge of information systems industry and government business. Computer and information systems literacy. Strong verbal and written communication skills. Analytical and critical thinking skills. Ability to work independently and as part of a team. Ability to work under pressure and to prioritise and plan effectively. Incumbent must be someone who pays attention to details.

**DUTIES** : Facilitate the content management of the National Advisory Council on Innovation's content management system. Manage receiving, extraction, cleaning and transformation of data and information. Design, maintain and improve data tables. Stakeholder management and support.

**ENQUIRIES** : Ms Nontobeko Nkosi, Tel No: 012 843 6861  
**APPLICATIONS** : Applications must be emailed to [asd.stiip@dst.gov.za](mailto:asd.stiip@dst.gov.za).

**POST 42/126** : **ASSISTANT DIRECTOR: EVENTS MANAGEMENT RE. NO: 2021/08**

**SALARY** : R382 245 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An NQF level 6 qualification in events management/communication/marketing. Two years' experience in events management. Knowledge and understanding of the Government Communication Policy approved by Cabinet on 22 August 2018, the science, technology and innovation landscape in terms of marketing and branding protocols, the GCIS Government Communicators' Handbook, and government protocol practices. Knowledge and understanding of project management and events management practices, and departmental policies, functions, projects and programmes. Knowledge and understanding of the Public Finance Management Act and National Treasury regulations, and government procurement and supply chain management processes and human resources procedures. Skills: Analytical, negotiation, events, project and financial management, good customer relations. Diplomatic

		communication skills, administration and computer literacy skills. The incumbent should be able to form good interpersonal relationships, and to take initiative. Must be able to work independently and in teams, and to work under pressure and in adverse environments. Must have a sense of urgency and always meet deadlines.
<b><u>DUTIES</u></b>	:	Events planning by liaising and interacting with internal and external stakeholders through scheduled planning meetings. Coordinate internal and external events according to the calendar of events. Ensure coordination of participation by exhibitors, identified communities and learners. Procurement and risk management.
<b><u>ENQUIRIES</u></b>	:	Ms Nontobeko Nkosi, Tel. 012 843 6861
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:asd.em@dst.gov.za">asd.em@dst.gov.za</a> .
<b><u>POST 42/127</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATIVE OFFICER REF NO: 2021/09</u></b>
<b><u>SALARY</u></b>	:	R378 990 per annum (OSD)
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	An LLB and a minimum of eight years' post-qualification experience in a legal administration environment. The incumbent must have knowledge of public service law, contract law, constitutional and administrative law, legislative drafting, dispute resolution mechanisms, the South African legal system, legal compliance, intellectual property law, and litigation, and the ability to conduct legal research and dispute resolution. Skills: Contract drafting, litigation, planning and organising, leadership, service delivery, problem solving, policy development, communication (writing, presentation and verbal), computer literacy, analytical skills, negotiation, stakeholder liaison, people management and interpersonal skills. Attributes: Innovative and creative, customer and service oriented; able to work with diverse people, to work under pressure, and to work both independently and as a team player; able to deliver quality with speed, to interpret and apply the law, to be assertive, to pay attention to detail, to meet deadlines, and to organise and prioritise a variety of tasks.
<b><u>DUTIES</u></b>	:	Provide legal advice and opinion, conduct research on legal questions posed, advise the Department on legal options available to legal questions posed, and review departmental policies. Provide legislative support, draft and pilot Bills through the parliamentary process, including the drafting of Cabinet memoranda and the publication of Bills and draft regulations on legislation administered by the Department. Liaise with departmental stakeholders and the office of the Chief State Law Advisor. Vet and draft domestic and international contracts or agreements. Provide litigation support, peruse court documents and consult with the relevant departmental Programmes, make recommendations to the Minister on appropriate courses of action, provide instructions to the State Attorney and/or private attorneys on the matter, attend relevant consultations, arbitrations or hearings, review/provide inputs on pleadings and other court applications/processes, and provide ongoing instructions to the Department's legal representatives on the matter. Administer the legal compliance function of the Department, monitor compliance, review regulatory compliance requirements, identify legal risks and advise on possible interventions.
<b><u>ENQUIRIES</u></b>	:	Ms Pulane Selomo, Tel. 012 843 6645
<b><u>APPLICATIONS</u></b>	:	Applications must be emailed to <a href="mailto:slao.legal@dst.gov.za">slao.legal@dst.gov.za</a> .
<b><u>POST 42/128</u></b>	:	<b><u>SENIOR REGISTRY CLERK: KNOWLEDGE MANAGEMENT REF NO: 2021/10</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate/NQF level 4. Training in records management and archiving will be an advantage. Minimum of one year's experience in records management. Knowledge of the Public Service Act. Knowledge of records management, registry procedures, and filing systems. Good knowledge and understanding of departmental policies and procedures. Critical thinking and analytical skills. Organisation and planning skills. Good interpersonal skills. Computer skills. Must be able to work under pressure and with a variety of people and teams. Capable of paying attention to detail and of taking the initiative.
<b><u>DUTIES</u></b>	:	Mail distribution. Courier services and newspapers administration. Allocation of file reference numbers and maintenance of files. Scanning (digitisation) of

vital records. File administration. Venue bookings and management of the Resource Central System. Provide services for the centralisation of departmental records. Disposal of records.

**ENQUIRIES**  
**APPLICATIONS**

: Mr Elvis Kgoale, Tel 012 843 6409  
: Applications must be emailed to [src.km@dst.gov.za](mailto:src.km@dst.gov.za).