

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.

CLOSING DATE : 25 February 2022

NOTE : Applications must be accompanied by a fully completed and signed Z83 form (even if CV is attached) 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 <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. 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 personal 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 Government (NSG) or a higher education institution accredited by the NSG, and must submit proof of this with their applications.

MANAGEMENT ECHELON

POST 05/84 : **CHIEF DIRECTOR: SCIENCE MISSIONS REF NO: 22/01**

SALARY : R1 251 183 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An NQF level 7 qualification in natural science, physical science and/or social sciences. A postgraduate degree will be an added advantage. A minimum of five years' experience in a research or related environment at senior management level. Good knowledge and understanding of the national system of innovation. Understanding of corporate governance systems. Good knowledge and understanding of policy analysis and implementation. Understanding of the Public Finance Management Act and the Public Service Act. Knowledge and management of relevant legislation. Skills: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation. Problem solving, policy development and interpretation, communication (writing, presentation and verbal), computer skills, research and analytical, negotiation, and stakeholder management. Attributes: Customer and service orientation. Ability to liaise with diverse stakeholders, to work under pressure, to work independently and as part of a team. Ability to conduct relations building and multi-stakeholder management. Innovative, creative and diplomatic.

DUTIES : Oversee policy advocacy, legislation implementation and development for Indigenous Knowledge Systems (IKS). Ensure strategic knowledge management by means of registration of IKS (national recordable system), recognition of prior learning in IKS fields, and commercialisation. Ensure strategic management and

coordination of Earth systems sciences. Provide strategic management of palaeosciences, marine and Antarctic research. Ensure stakeholder management and transformation. Provide strategic programme management, empowerment, and financial management of the allocated budget.

ENQUIRIES : Ms Duduzile Magampa Tel No: 012 843 6704
APPLICATIONS : Applications must be emailed to cd.sm@dst.gov.za

POST 05/85 : **DIRECTOR: STRATEGIC PARTNERSHIPS REF NO: 22/02**

SALARY : R1 057 326 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 7 qualification in international relations, business and management, science and/or engineering. A postgraduate qualification will be an advantage. A minimum of five years' experience in an international cooperation or science, technology and innovation-related environment at middle or senior management level. Knowledge and understanding of South Africa's national system of innovation and science, technology and innovation priorities, of policy analysis and implementation, of relevant legislation and policy frameworks, and of the international cooperation environment. Knowledge of the international research environment, specifically research funding opportunities. Knowledge of the Public Finance Management Act and the Public Service Act and Regulations. Skills: Strategic thinking and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation. Problem solving, policy development, communication (writing, presentation and verbal), stakeholder liaison, relationship building and management of multiple stakeholders, computer literacy, events management and negotiations. Attributes: Customer and service orientation, diplomacy, ability to work under pressure, ability to work independently and as part of a team, innovative and creative.

DUTIES : Manage the South Africa-European Union (EU) science, technology and innovation (STI) cooperation partnership. Coordinate South African participation in competitive international research funding programmes, including those of the EU. Coordinate the implementation of strategic programmes agreed to under the SA-EU STI partnership across multiple priority areas. Develop financial instruments to support South African participation in SA-EU STI cooperation. Analyse the impact of international programmes, including the SA-EU STI partnership, on the South African research landscape. Facilitate access to international knowledge, capacities and resources, such as human capital development. Oversee and implement strategic mechanisms to engage with South African STI institutions to facilitate participation in competitive EU research programmes. Facilitate intergovernmental and intradepartmental coordination to strengthen the SA-EU STI portfolio, including synergies with potential national funding for international initiatives. Improve the innovation support dimension of the SA-EU STI cooperation portfolio. Provide strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Mr Johan Jansen van Rensburg Tel No: 012 843 6701
APPLICATIONS : Applications must be emailed to d.sp@dst.gov.za

POST 05/86 : **DIRECTOR: AFRICA MULTILATERAL COOPERATION REF NO: 22/03**

SALARY : R1 057 326 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 7 qualification in international relations and/or natural, social or economic sciences. A postgraduate qualification will be an advantage. A minimum of five years' experience in an international relations or science policy environment at middle or senior management level. Good knowledge and understanding of the science, technology and innovation (STI) system in South Africa and the continent, the government policy environment, the African STI cooperation environment, relevant national, continental and international legislation and policies, international relations, including South Africa's relations with African and other multilateral organisations, and South Africa's science and technology priorities, including the interface with foreign policy priorities. Knowledge of the Public Finance

Management Act and Public Service Act and Regulations. Skills: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment. Problem solving, policy development, communication (writing, presentation and verbal), computer literacy, research and analysis, events management, managerial, negotiation and stakeholder management. Attributes: Customer and service orientation, diplomacy, critical thinking, time management, ability to take the initiative, professionalism, loyalty and business ethics. Team worker, client-focused and committed to excellence.

DUTIES : Expand, transform and enhance the responsiveness of South Africa's national system of innovation through pan-African cooperation. Leverage human capital for economic development, increased knowledge generation for innovation, and knowledge utilisation for economic development through pan-African cooperation. Manage African partnership initiatives, expanding the use of scientific knowledge as evidence in support of innovation for societal benefit and public good. Strategic management of the directorate, including people management and empowerment, and financial management of the allocated budget.

ENQUIRIES : Mr Johan Jansen van Rensburg Tel No: 012 843 6701
APPLICATIONS : Applications must be emailed to d.amc@dst.gov.za

POST 05/87 : **DIRECTOR: GLOBAL PROJECTS REF NO: 22/04**

SALARY : R1 057 326 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An NQF level 7 qualification in international relations, business and management, science and/or engineering. A postgraduate qualification will be an advantage. A minimum of five years' experience at middle or senior management level in investment promotion within a business and/or international engagement (public and private sector) environment. Knowledge and understanding of the science, technology and innovation (STI) system in South Africa, as well as international innovation systems, international business, development bank financing systems, international STI financing instruments, the government policy environment, government business incentive schemes, investment promotion, relevant STI legislation and policies, the nexus and convergence of STI, international relations, trade investments, scientific research, research, technological development and the commercialisation of innovations, international STI financing instruments and their functionalities, and South Africa's science and technology priorities and STI-related sectoral masterplans. Knowledge of the Public Finance Management Act and Public Service Act and Regulations. Skills: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation. Problem solving, policy development, communication (writing, presentation and verbal), computer literacy, events management, managerial, negotiation, people and stakeholder management. Attributes: Customer and service orientation, conflict management, strategic thinking, diplomacy and business acumen.

DUTIES : Coordinate the international investment portfolio of strategic relationships with foreign multinational corporations that do business in and with South Africa in support of STI. Access STI opportunities through international chambers of commerce and trade missions based in South Africa. Mobilise and catalyse venture capital financing, crowd funding, angel investment and other international financing instruments to support entrepreneurship in the South African STI system. Facilitate intergovernmental and intradepartmental coordination to support STI investment. Strategic management, including people management and empowerment, and financial management of the allocated budget.

ENQUIRIES : Mr Johan Jansen van Rensburg Tel No: 012 843 6701
APPLICATIONS : Applications must be emailed to d.gp@dst.gov.za

POST 05/88 : **SENIOR SPECIALIST: SCIENCE, TECHNOLOGY AND INNOVATION MEASUREMENTS AND INSTRUMENTS REF NO: 22/05**

SALARY : R1 057 326 per annum, (all-inclusive remuneration package)

CENTRE REQUIREMENTS : Pretoria
 : An NQF level 7 qualification in economics or science and innovation policy. A minimum of five years' experience at middle or senior management level in a public policy and/or research environment. Knowledge and understanding of the national system of innovation, the use of qualitative information in government policy-making, science, technology and innovation (STI) statistical and research methodology, and STI and economic indicators. Skills: Strong analytical, writing, communication and public policy skills, computer literacy, and project management, resource management, networking and liaison skills.

DUTIES : Initiate the development and evaluation of STI-related indicators. Promote indicator-based policy analysis and evaluation. Manage and evaluate commissioned projects. Network nationally and internationally. Serve as representative on relevant international bodies. Strategic management, including people management and empowerment, and financial management of the allocated budget.

ENQUIRIES APPLICATIONS : Mr Johan van Rensburg Tel No: 012 843 6701
 : Applications must be emailed to sp.sti@dst.gov.za

OTHER POSTS

POST 05/89 : **DEPUTY DIRECTOR: EMERGING RESEARCHERS PROGRAMMES REF NO: 2022/06**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all-inclusive remuneration package)
 : Pretoria
 : An NQF level 6 qualification in natural, applied or physical sciences and/or social sciences and humanities. An honours degree will be an added advantage. A minimum of three years' experience in academic/research support areas in higher education or research. Understanding of the national system of innovation, the South African higher education and research landscape, the White Paper on Science, Technology and Innovation, and government policies on human resources development. Skills: Research, project management, financial management, policy development and analysis, communication (writing and verbal), report writing and presentation. Attributes: Ability to work well with diverse people, ability to communicate with key stakeholders in a professional manner, attention to detail.

DUTIES : Formulate and develop emerging researchers' programmes aimed at building representative high-level human capital in areas of strategic priority for the country. Develop and coordinate policies and guidelines aimed at increasing the efficiency of the system with regard to emerging researchers' programmes. Monitor and evaluate emerging researchers' programmes. Provide policy, strategic and legislative oversight support to the South African Council for Natural Scientific Professions. Coordinate the South African Women in Science Awards. Provide strategic and operational support to activities of the Directorate: Research Development or the Chief Directorate: Human Capital and Science Promotion that feed into the broader activities of the Department and Ministry.

ENQUIRIES APPLICATIONS : Ms Dolly Masuku Tel No: 012 843 6692
 : Applications must be emailed to dd.erp@dst.gov.za

POST 05/90 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT REF NO: 2022/07**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all-inclusive remuneration package)
 : Pretoria
 : An NQF level 6 qualification in human resource (HR) management, HR development, industrial psychology, public management, administration, operations management, labour relations and/or social sciences. A minimum of three years' experience in performance management. Clear knowledge and understanding of policies that inform the performance management system. Good understanding of the balanced scorecard approach and its implementation. Good understanding of performance management systems, the formulation and implementation of HR policies, the Public Service Act and Regulations, and project management. Sound experience in the implementation of performance

		management systems. Skills: Good interpersonal, negotiation and communication skills. Advanced computer skills. Attributes: Ability to take the initiative, and to work independently and as part of a team.
<u>DUTIES</u>	:	Support line managers in the effective management of individual performance. Manage the implementation of performance enhancement plans. Manage probation effectively. Manage the performance management database effectively. Conduct awareness sessions on the Performance Management and Development System. Resource management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Dolly Masuku Tel No: 012 843 6692
	:	Applications must be emailed to dd.pm@dst.gov.za
<u>POST 05/91</u>	:	<u>DEPUTY DIRECTOR: RECORDS MANAGEMENT REF NO: 2022/08</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	An NQF level 6 qualification in information management or records management, plus a relevant training certificate in records management and a relevant training certificate in information management. A minimum of three years' experience in manual and electronic records management. Supervisory experience will be an advantage. Knowledge of the functions of a records management office. Knowledge of the government environment and statutory framework for information management. Specialist knowledge of records management practices and electronic document management systems. Knowledge of relevant standards and the statutory and regulatory framework within which the office functions. Knowledge of the Promotion of Access to Information Act and related information access and protection legislative frameworks. Skills: Project management, change management, research and analytical, interpersonal. Organising and planning, report writing, relevant computer operations and IT. Attributes: Ability to work under pressure and with a variety of people and teams. Attention to detail.
<u>DUTIES</u>	:	Develop and implement records classification systems for the Department and Ministry file plans. Ensure the implementation of the records disposal programme. Conduct awareness sessions on records management. Identify vital records and ensure offsite backup storage for such records. Conduct records audits. Develop relevant policy and strategy. Implement the Promotion of Access to Information Act. Manage the unit's financial and human resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms Dolly Masuku Tel No: 012 843 6692
	:	Applications must be emailed to dd.rm@dst.gov.za
<u>POST 05/92</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION AND COORDINATION (OFFICE OF THE DEPUTY DIRECTOR-GENERAL) REF NO: 2022/09</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all-inclusive remuneration package)
	:	Pretoria
	:	An NQF level 6 qualification in administration or related field. A minimum of three to five years' relevant work experience. An extensive knowledge of finances (Public Finance Management Act), human resource procedures and administration. Knowledge of the government policy environment and Public Service Act and Regulations. Skills: Excellent interpersonal and computer skills. Good communication (verbal and written), administrative, thinking and negotiation skills. Attributes: Ability to work independently and in a team, and to liaise with stakeholders on different levels.
<u>DUTIES</u>	:	Financial management and coordination: Monitor expenditure patterns for transfers and goods and services spending, provide overview and comprehensive support on decision making on financial issues within the Programme, interact with Finance on a regular basis to manage financial administration effectively, provide good coordination and budget consolidation, and coordinate financial planning process. Human resources coordination: Ensure the Programme complies with HR processes and policies, coordinate and maintain the HR establishment for the Programme, interact with Human Resources on a regular basis to manage HR administration effectively, support the chief directorates and units on all HR issues. Strategic and business planning and coordination: Coordinate strategic planning processes (Medium Term Expenditure Framework, business plans, etc.) within the

Programme, coordinate and support strategic reports and inputs from the chief directorates and units in the Programme. Office administration and coordination: Quality assure and edit submissions, Cabinet memos, memos, letters, reports and other documents, serve as secretariat for Programme meetings, compile and coordinate documentation for meetings as required. Distribute Minister, Director-General and Cabinet memos. Ensure Exco and Ministerial Management Meeting (MMM) documents are submitted in time. Update the action list for Exco and MMM, and manage and maintain the documents register. Monitoring and evaluation: Coordinate and consolidate quarterly and annual reports and verify performance verification documentation.

ENQUIRIES : Ms Lerato Maduna Tel No: 012 843 6709.
APPLICATIONS : Applications must be emailed to dd.admin@dst.gov.za

POST 05/93 : **DEPUTY DIRECTOR: INFORMATION MANAGEMENT, EVALUATION AND DATA ANALYSIS REF NO: 2022/10**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in natural sciences, engineering or information communication and technology. A minimum of three years' experience in an industrial scientific and/or technological research and development environment. Knowledge of the Public Finance Management Act, Public Service Act and Regulations, and Promotion of Administrative Justice Act. Knowledge and understanding of research and development (R&D) industry practices. Knowledge of the science and technology policy environment. Understanding of section 11D of the Income Tax Act and relevant intellectual property matters, e.g. patent, copyright and design laws, etc. Understanding of government support for business in terms of R&D and the associated international environment. Skills: Planning and organising, financial management, change management, people management and empowerment. Problem solving, policy development, and communication (writing, presentation and verbal). Computer literacy, research and analytical, negotiation and stakeholder management. Attributes: Customer and service orientation, self-motivated, detail-orientated and organised. Ability to work under pressure, independently and as part of a team. Sound work ethics, creativity, attention to detail, and maintenance of standards of conduct.

DUTIES : Evaluate applications for the R&D tax incentive. Perform various functions to support the R&D tax incentive adjudication process. Manage awareness and stakeholder engagements on the R&D tax incentive. Be responsible for information management of the R&D tax incentive application process, and for human resource management and development. Implement and maintain processes to ensure proper control of the work. Compile and submit required administrative reports.

ENQUIRIES : Ms Lerato Maduna Tel No: 012 843 6709
APPLICATIONS : Applications must be emailed to dd.imeda@dst.gov.za

POST 05/94 : **SPECIALIST: POLICY INVESTIGATION REF NO: 2022/11**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in economics, science and/or technology, including engineering, business or any related field. A postgraduate degree and experience in government processes and procedures will be an advantage. A minimum of three years' experience in a science, technology and innovation (STI) policy and/or research environment. Publication of one or more academic papers in any area will be an advantage. Good understanding of the national system of innovation. Advanced knowledge and experience in statistical and research methodology. Knowledge of government policy-making in regard to STI. Skills: Strong analytical, writing, communication and public policy skills. Good networking and liaison skills. Advanced skills in project management and computer literacy. Attributes: Ability to work independently and as part of a team. Energetic, assertive and proactive.

DUTIES : Scoping out new studies. Continuous consultation and networking with stakeholders. Coordinate, facilitate and support projects. Facilitate the outsourcing of commissioned research. Ensure the facilitation of policy development.

ENQUIRIES APPLICATIONS : Ms Nontobeko Nkosi Tel No: 012 843 6861
 : Applications must be emailed to s.pi@dst.gov.za

POST 05/95 : **DEPUTY DIRECTOR: BILATERAL COOPERATION (EUROPE AND MIDDLE EAST) REF NO: 2022/12**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all-inclusive remuneration package)
 : Pretoria
 : An NQF level 6 qualification in international relations or diplomatic studies. A minimum of three years' experience in international partnership relations or a science-related field with an international cooperation element. Knowledge and understanding of the national system of innovation and international relations. Knowledge and understanding of international science systems and policies and the government policy environment. Skills: Good written and spoken communication and computer skills. Interpersonal, conflict management, negotiation and problem-solving skills. Administrative, planning and project management, general management, and analytical and innovation skills. Attributes: Ability to meet tight deadlines, to work under pressure, and to work independently and as part of a team. Diplomatic and tactful.

DUTIES : Secure foreign funds for STI from international partners. Increase international exposure to regional, continental and global knowledge and STI networks. Increase participation by South Africans in international human capital development opportunities. Promote science diplomacy through engagements with bilateral partners (including events led by the Department of International Relations and Cooperation and the Presidency). Manage human resources and administrative functions.

ENQUIRIES APPLICATIONS : Ms Nontobeko Nkosi Tel No: 012 843 6861
 : Applications must be emailed to dd.bc@dst.gov.za

POST 05/96 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 2022/13**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all-inclusive remuneration package)
 : Pretoria
 : An NQF level 6 qualification in economics, science, social sciences and/or developmental studies. A minimum of three years' experience in project or programme management, monitoring and evaluation. Good knowledge and understanding of the national system of innovation. Knowledge and understanding of the development, implementation and monitoring of performance management systems, including impact assessment. Knowledge and understanding of the Public Service Regulations, the Public Finance Management Act, departmental (government) strategic planning processes, and monitoring and evaluation principles, tools and methods. Skills: Excellent research and analytical skills. Good planning and organising skills. Policy development and negotiation skills. Financial, people and project management skills. Interpersonal, communication and computer literacy skills. Attributes: Ability to liaise with different stakeholders at different levels, to work independently and under pressure, to influence and network, and to make decisions and initiate action.

DUTIES : Coordinate the Department's transversal monitoring and evaluation (M&E) outcome reports. Facilitate and coordinate the Department's implementation of transversal M&E recommendations. Implement the Department's quarterly operational efficiency reporting. Conduct and manage project reviews. Facilitate capacity development.

ENQUIRIES APPLICATIONS : Ms Nontobeko Nkosi Tel No: 012 843 6861
 : Applications must be emailed to dd.me@dst.gov.za

POST 05/97 : **ASSISTANT DIRECTOR: MARINE SCIENCES COORDINATOR REF NO: 2022/14**
 (One-Year Contract)

SALARY CENTRE : R382 245 per annum
 : Pretoria

<u>REQUIREMENTS</u>	:	An NQF Level 6 qualification in natural sciences, public administration, business administration or related. A minimum of two years' experience in project administration coordination in an international science, technology and innovation-oriented environment. A valid driver's licence. Knowledge and understanding of international relations. Good knowledge of the national system of innovation. Knowledge of the National Research and Development Strategy and the broad All-Atlantic research landscape. Understanding of government legislation such as the Public Service Regulations and the Public Finance Management Act. Understanding of the White Paper on Science, Technology and Innovation. Skills: Interpersonal, communication (written and verbal), computer, administration, research and analytical, negotiation, diplomacy, project management, financial management, organising and planning, and time management. Attributes: Energetic and creative, able to initiate work, prepared to travel extensively. Ability to work individually and as part of a team, and to work under pressure. Ability to communicate with key stakeholders in a professional manner. Proactive, flexible and assertive, and able to work with people of diverse cultures.
<u>DUTIES</u>	:	Support the development of policies, framework strategies and plans. Support human capital development activities. Implement and monitor projects. Engage stakeholders.
<u>ENQUIRIES</u>	:	Ms Dolly Masuku Tel No: 012 843 6692
<u>APPLICATIONS</u>	:	Applications must be emailed to asd.msc@dst.gov.za
<u>POST 05/98</u>	:	<u>ASSISTANT DIRECTOR: AFRICA BILATERAL COOPERATION REF NO: 2022/15</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in international relations. A minimum of two years' experience in international relations. Knowledge and understanding of the national system of innovation (NSI), departmental policies and frameworks. Knowledge and understanding of international relations and international science systems. Good knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Skills: Planning and organising, project management, change management, stakeholder management, and problem solving. Policy development, computer literacy, negotiation, research and analysis, and events management. Communication (writing, presentation and verbal), stakeholder liaison, relationship building and maintenance, and diplomacy. Attributes: Ability to work under pressure, and to work independently and as part of a team. Flexible and assertive, innovative and creative.
<u>DUTIES</u>	:	Expand, transform and enhance the responsiveness of the NSI. Facilitate the development of human capabilities and skills for economic development. Facilitate knowledge utilisation for economic development. Expand the use of scientific knowledge as evidence in support of innovation for societal benefit and the public good. Increase the use of innovation as an enabler in the delivery of efficient services and access to government programmes. Provide administrative support and implement internal controls.
<u>ENQUIRIES</u>	:	Ms Nontobeko Nkosi Tel No: 012 843 6861
<u>APPLICATIONS</u>	:	Applications must be emailed to asd.abc@dst.gov.za
<u>POST 05/99</u>	:	<u>ASSISTANT DIRECTOR: MEDIA LIAISON REF NO: 2022/16</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in media studies, communication, journalism or business communication. A minimum of two years' experience in media liaison and media monitoring. Knowledge and understanding of government communications. Understanding of project management in terms of planning and meeting deadlines. Good command of English and at least one other official South African language. Knowledge of the Public Finance Management Act, Public Service Regulations and Promotion of Access to Information Act. Skills: Good communication, planning and organising skills. Interpersonal, administrative, project planning and management,

		negotiation and computer skills. Attributes: Team player, diplomatic, able to understand and conform to protocols.
<u>DUTIES</u>	:	Customise media liaison services to journalists to suit each medium. Monitor media coverage pertaining to the Department and the national system of innovation. Facilitate internal and external publication and communication, and effective use of social media platforms. Provide media liaison, marketing and events assistance with special projects.
<u>ENQUIRIES</u>	:	Ms Nontobeko Nkosi Tel No: 012 843 6861
<u>APPLICATIONS</u>	:	Applications must be emailed to asd.ml@dst.gov.za
<u>POST 05/100</u>	:	<u>IT SUPPORT TECHNICIANS REF NO: 2022/17 (X2 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in information technology or computer science. A certificate in A+ N+ will be an advantage. A minimum of one year's experience in an information technology (IT) end-user support environment. Sound knowledge and understanding of desktop support. Knowledge and understanding of telecommunication technologies, and the configuration of telecommunication systems and computer applications, printers, etc. Understanding of the Public Service Act and Regulations. Knowledge of various computer technologies and how they impact business, and of good customer service practices. Sound knowledge of how IT impacts organisational functions. Familiarity with the latest IT, and understanding of user network connectivity. Skills: Technical computer skills, customer service, interpersonal, problem-solving, communication. Able to lift, assemble, install, operate and maintain IT equipment. Attributes: Willingness to learn and demonstrate new and different technologies. Ability to take the initiative, manage time well, and work as part of a team. Professional, loyal, ethical, client focused.
<u>DUTIES</u>	:	Attend to users' requests and respond to incidents. Provide desktop support and configuration management. Provide support and maintenance for the Department's telecommunications and audio-visual equipment and systems. Keep a record of user computer applications (loans, returns, removals, etc.).
<u>ENQUIRIES</u>	:	Ms Tshiamo Letswalo Tel No: 012 843 6675
<u>APPLICATIONS</u>	:	Applications must be emailed to it.t@dst.gov.za