

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 : 20 May 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 submitted as one pdf document and 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 16/103 : **HEAD: LEGAL SERVICES REF NO: 22/01**

SALARY : R1 269 951 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An NQF level 7 Bachelor of Laws degree. A Master of Laws degree will be an added advantage. A minimum of five years experience at senior management level in a legal environment as well as admission as an attorney. Experience in providing legal advice, drafting of legal opinions and negotiating, scrutinizing, drafting and editing legal documents and/or contracts. Candidates must have knowledge and understanding of the Public Service Act and Regulations, Public Finance Management Act, contract legislation and legislation compliance management, legislative drafting, corporate governance systems, dispute resolution mechanisms, policy analysis and implementation, South African Constitutional Law, Administrative Law, Law of Contract, interpretation of statutes, Planning and Development Law, Civil Litigation and Mediation, National Treasury Regulations, Promotion of Access to Information Act, Promotion of Administrative Justice Act, Intergovernmental relations framework as well as procurement prescripts. The incumbent must be able to articulate ideas, work under pressure and interact diplomatically at all levels. They should possess strategic capability and, leadership skills, relationship building skills, computer literacy (MS Office), programme and project management skills, financial management skills, people management and empowerment skills, service delivery and innovation skills, problem solving skills, policy development skills, communication (writing, presentation and verbal) skills, research and analysis skills and stakeholder management skills.

They should be customer and service oriented, emotionally intelligent and able to promote and demonstrate the Department's values.

DUTIES : Provide litigation support the Department. Oversee effective legislative compliance and support and contract management. Provide strategic programme management as well as financial management of the allocated budget.

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

POST 16/104 : **DIRECTOR: PERFORMANCE MONITORING AND EVALUATION REF NO: 22/02**

SALARY : R1 073 187 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 7 qualification in monitoring and evaluation, data science, statistics, social sciences and/or developmental studies. A minimum of five years experience at middle or senior management level in performance auditing, monitoring and evaluation, and project or programme management. Candidates must have knowledge and understanding of monitoring and evaluation principles, tools and methods, the national system of innovation, the development, implementation and monitoring of performance systems, including impact assessment, strategic management, writing evaluation reports, qualitative and quantitative research and evaluation methods, the Public Finance Management Act, the Public Service Act and Regulations and other relevant legislation. They should possess strategic capability and leadership skills, programme and project management skills, financial management skills, change management, people management and empowerment, service delivery and innovation, customer skills orientation skills, problem solving skills, policy development skills, communication (writing, presentation and verbal) skills, computer literacy skills, research and analytical skills, events management skills, negotiations and stakeholder management skills. They should be able to liaise with stakeholders, work under pressure, independently and as part of a team. They should be diplomatic, innovative and creative and have relationship building and multi-stakeholder management skills and be a strategic thinker.

DUTIES : Oversee the coordination of in-year monitoring processes, the development and implementation of the Performance Information Management System, the development and implementation of the Department's evaluation framework as well as the coordination and implementation of the Department's transversal monitoring and evaluation reports. Develop and implement capacity development processes (implementation of the Department's monitoring and evaluation framework). They will also provide strategic programme management, including management of specialists and analysts, empowerment, and financial management of the allocated budget.

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

OTHER POSTS

POST 16/105 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 22/03**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in commerce, administration, supply chain management (SCM), logistics or related. Three years related supply chain management experience at a supervisory/management level (Assistant Director Level). Knowledge and understanding of SCM prescripts and their application. Operational knowledge of SCM systems, processes and procedures and public service administration, innovation management and change management. Good verbal and written communication skills, interpersonal skills and computer literacy skills. Ability to work independently and as part of a team, to work under pressure and produce quality outputs, and to negotiate with suppliers. Analytical, innovative and creative.

DUTIES : Ensure that a well-informed departmental procurement and demand management plan is compiled and implemented. Manage the acquisition process. Manage the ordering of goods and services. Provide administrative support to the Directorate. People management and development.

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

POST 16/106 : **DEPUTY DIRECTOR: COORDINATION AND MONITORING IN THE OFFICE OF THE DIRECTOR-GENERAL REF NO: 22/04**

SALARY : R744 255 per annum
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in public administration, office management and technology, business administration and/or business management. At least three years' experience rendering administrative support services to senior management and executive offices. Good knowledge and understanding of the national system of innovation. Knowledge of government and parliamentary processes, and departmental policies, processes and procedures. Knowledge and understanding of the Public Service Regulations and the Public Finance Management Act. Knowledge of the Minimum Information Security Standards. Excellent problem solving and analytical skills. Good financial, people management and empowerment skills. Good project management, coordination and records management skills. Customer orientation, service and stakeholder liaison skills. Policy development and negotiation skills. Interpersonal and communication skills and computer literacy. Ability to work independently with minimum supervision. Ability to work under pressure and as part of a team. Ability to work with diverse people and to make decisions. Innovative and creative.

DUTIES : Manage effective and sustainable administrative services and support to the office of the Director-General (DG). Oversee the quality assurance of submissions and all documents submitted to the DG. Manage the drafting of letters, submissions and memos using information received from officials to address various matters and ensure responses to queries. Manage the DG memo workflow processes in the office of the Director-General. Coordinate requests for speeches and briefing notes for the Minister, Deputy Minister and DG' in good time. Manage the Parliamentary questions process. Manage and coordinate institutional support funding. Manage and maintain a workflow system and database. Manage and ensure the security profile and classification of documents or information related to the office. Coordinate and manage the implementation of special projects delegated by the DG. Financial management, people management and development.

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

POST 16/107 : **SENIOR LEGAL ADMINISTRATION OFFICER REF NO: 22/05**
(Re-Advertisement), Candidates that previously applied are encouraged to re-apply

SALARY : R480 927 per annum, (OSD)
CENTRE : Pretoria
REQUIREMENTS : An LLB and at least 8 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.

DUTIES : 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.

ENQUIRIES : Lerato Maduna Tel No: 012 843 6861
APPLICATIONS : Applications must be emailed to SLAO@dst.gov.za

POST 16/108 : **ASSISTANT DIRECTOR: NETWORK ADMINISTRATOR REF NO: 22/06**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in information technology, information systems, informatics and/or computer science. A certificate in Microsoft certified solution expert (MCSE) and Microsoft certification will be an added advantage. Any of A+, N+, or virtualisation certificate will be an added advantage. A minimum of two years' experience in information technology network administration, including a minimum of one year's experience in Microsoft server and Office Support System application support. Knowledge and experience of Microsoft Windows operating system and Linux, exchange administration, domain name service (DNS), active directory (AD), dynamic host configuration protocol (DHCP) and file transfer protocol (FTP). Knowledge and experience of network time protocol (NTP) server and radius server, as well as backup administration tools. Knowledge of storage area network (SAN) technology. Good knowledge and understanding of telecommunications infrastructure, i.e. ISDN, Analog, ADSL, PBX, PSTN, teleconferencing and video-conferencing, etc. Sound knowledge of various computer technologies and how they impact the business. Broad IT knowledge, particularly in supporting an IT network environment. Strong IT technical support skills. Keeping abreast of the latest information technology. Skills: Excellent problem solving, interpersonal and communication skills, good customer service practices and telephone etiquette, good project management and report writing. Attributes: Ability to work under pressure and as part of a team, be loyal and have business ethics, be a critical thinker and initiator.

DUTIES : Maintain the Department's servers (at DSI head office, the National Intellectual Property Management Office, the National Advisory Council on Innovation, the Cape Town office and the State Information Technology Agency). Administer hardware, software standards and guidelines. Conduct back-up recovery processes. Provide continuous network support to end-users. Develop and implement network administration plans, policies and procedures.

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

POST 16/109 : **ASSISTANT DIRECTOR: PROJECT ADMINISTRATION AND COORDINATION REF NO: 22/07**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in information technology, information systems, informatics and/or computer science. A certificate in project management or business analysis will be an added advantage. A minimum of two years' experience in information technology project management. Knowledge of IT hardware and software systems development lifecycles and methodologies. Knowledge of the Public Finance Management Act. Sound knowledge of various computer technologies and how they impact the business. Demonstrable evidence of analysing and documenting complex business processes. Demonstrable experience of writing requirements and specifications for information systems. Broad IT knowledge, particularly in supporting an IT network environment. Knowledge of software development and technical understanding of IT environments. Keeping abreast of the latest information technology. Skills: Excellent business analysis and IT technical skills. Good verbal and communication, organising and planning skills. Project

management, time management and problem-solving skills. Attributes: Ability to work under pressure and as part of a team, willingness to assist people, be loyal and have business ethics, be a critical thinker and initiator.

DUTIES : Coordinate IT needs within the Department. Conduct project administration and coordination. Conduct continuous requirements elicitation by means of interacting with users to determine their IT challenges and needs. Process improvement and workflow management.

ENQUIRIES : Dolly Masuku Tel No: 012 843 6692

APPLICATIONS : Applications must be emailed to ASDPAC@dst.gov.za

POST 16/110 : **DRIVER/MESSENGER IN THE OFFICE OF THE DEPUTY MINISTER REF NO: 22/08**

SALARY : R147 459 per annum

CENTRE : Pretoria

REQUIREMENTS : Grade 10 with a valid driver's licence. A minimum of six months' driving experience. Knowledge of the procedures for operating a motor vehicle and prescripts for the correct utilisation of a motor vehicle. Familiarity with asset management policy. Knowledge of procedures for the maintenance of motor vehicles. Knowledge of geographical location. Good basic computer skills. Driving and interpersonal skills. Good organisational, numerical and communication skills. Ability to work under pressure and as part of a team. Ability to pay attention to detail.

DUTIES : Deliver and collect documents daily. Provide driving services. Keep records in a logbook for monitoring and compliance. Keep car clean.

ENQUIRIES : Elvis Kgoale Tel No: 012 843 6409

APPLICATIONS : Applications must be emailed to DM@dst.gov.za