

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. should appear in subject-line), 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 Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 10 October 2022
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates to HR on or before the day of the interview date. The dtic is an equal opportunity affirmative action employer. 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. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. NB: The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> .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 shortlisted 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).

MANAGEMENT ECHELON

- POST 36/100** : **DIRECTOR: REGIONAL INDUSTRIAL CLUSTER REF NO: (SID & ETB - 048)**
Overview: To manage Industrial Development through operational programme
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum, (Level 13), (all-inclusive remuneration package)
: Pretoria
: An undergraduate qualification (NQF Level 7) in Economics / Commerce. 5 year's relevant middle/senior managerial experience in Industrial Development. Skills/Knowledge: Experience in the development, implementation of the Catalytic Regional Industrial clusters. Experience in organisational strategic planning, performance and financial management, research and planning. Experience in performance management, monitoring and evaluation, stakeholder management, people management, project management, strategic capability and leadership. Research and analytical skills, presentation skills, communication skills (verbal and written), interpersonal skills, planning and organising skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of monitoring and evaluation methodologies, tolls and technique. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proficient in MS Packages.
- DUTIES** : Strategies, policies and procedure: Manage the development of implementation frameworks for identified strategies, projects and programmes in allocated regions. Drive effective project and programme management systems and business development support measures in line with the needs of the relevant industrial clusters and value chains in allocated regions. Coordinate and mobilise business development support as well as other inputs and resources required to implement strategic projects. Develop strategies to guide implementation of interventions relating to industrial clusters, catalytic projects and industrial parks. Support policies that target industrial and sustainable development in the region. Provide strategic direction and leadership in planning and implementation of projects/programmes relating to

industrial development region. Stakeholder Management: Identify relevant external and internal strategic partners. Facilitate and build strategic partnership to implement projects. Manage on-going stakeholder management. Monitoring and evaluation: Facilitate the compilation of the reports on strategic areas of operation for submission to executive management and relevant stakeholders. Manage, monitor report and evaluate identified industrial projects in allocated regions. Provided oversight and support on project reports. Direct and manage the directorate: Manage strategic planning for the directorate, including budget and human resource. Provide directorate's inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate.

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

OTHER POSTS

POST 36/101 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: (ODG – 188)**

Overview: To provide support into the development of the procurement policies, the implementation and ensure provision of effective procurement support.

SALARY CENTRE REQUIREMENTS : R744 255 per annum (Level 11), (all-inclusive remuneration package)
: Pretoria

: A three-year National Diploma / Bachelor's Degree or equivalent qualification in Supply Chain Management, Business Management or Public Management. 3 - 5 year's relevant managerial experience in Supply Chain Management environment. Skills/Knowledge: Experience in supply chain management. Experience in managing payments, asset management, suppliers database management and stores management. Experience in financial and procurement systems: BAS, LOGIS. Experience in reporting, stakeholder management, people management, financial management, project management, strategic capability and leadership. Business and reporting skills, analytical problem and decision-making skills. Communication skills (verbal & written), project management skills, interpersonal skills, planning and organising skills & time management skills. Ability to interact with clients and stakeholders in a professional and assertive manner. Knowledge and understanding of supply chain management processes. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Be proficient in MS Office software packages.

DUTIES : Procurement of goods and services: Manage the issuing of orders to suppliers registered on the Central Suppliers Database (CSD). Review of policies to ensure compliance with Supply Chain Management as prescribed by National Treasury. Generate reports from the LOGIS system for statistics audit purposes. Ensure that the purchase orders are issued within the agreeable departmental timeframe after receipt of request. Manage the procurement of goods and services to ensure that HDI and SMME receive a percentage of the set target of the dtic procurement budget. Maintain the LOGIS system and investigate reports regularly. Ensure that official orders are issued for goods and services once requests are approved in line with the departmental delegation of power of SCM Policy and Treasury Regulations. Ensure good governance within Supply Chain Management reporting requirements. Advising managers on provisioning administration and logistical issues oversee LOGIS procurement processes and ensure reconciliation of all accounts. Ensure that the panel of service providers required are appointed for centralized services. Payments: Ensure compliance to payment of all invoices are paid within 30 days. Compile statistics on transaction approved on a daily basis. Ensure timeous processing of invoices. Assets Management: Ensure that quarterly stock count are conducted on A, B and D-class accountable items. Ensure that stock inventory on LOGIS, bin cards and physical stock are verified and corrected after stock count. Ensure that discrepancies are reported and investigated. Ensure that store register is compiled and maintained in accordance with the PFMA requirements. Ensure that damaged and redundant consumables are disposed of in accordance with Treasury Regulations. Ensure that formal disposal process is followed in writing off losses. Facilitate

the appointment of inventory controllers. Ensure the store is replenished regularly. Human Resource Management: Management of staff, finances as well as employment related processes in line with HR policies. Submit performance agreement and performance appraisal on time as per DPSA Regulations. Reporting: Prepare monthly, quarterly reports, outstanding commitments, accruals, Interim Financial Statements (IFS) and Annual Financial Statements (AFS) inputs within the SCM unit. Maintain a register of all deviations. Manage Service Level Agreements of transversal and term contracts. Obtain correct reliable information from Central Suppliers Database and LOGIS on value of orders and contract awarded to HDIs. Compile report to EXBO on value of orders and contracts awarded to HDIs. Training: Provide training on SCM processes and compliance. Provide training on LOGIS quarterly. Provide support (inform, advice and guidance) to the dtic officials regarding SCM prescripts, latest instruction notes to promote correct implementation and sound demand management practices. Audit Queries: Implement the action plan to correct audit findings. Respond to all the audit queries. Implement control measures to avoid the audit finding.

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POST 36/102 : **ASSISTANT DIRECTOR: ADVANCED MANUFACTURING REF NO: (IIAF & A – 017)**

Overview: To provide an investment promotion service in the Advanced Manufacturing Industries (Autos, Aerospace and Nuclear.

SALARY CENTRE REQUIREMENTS : R477 090 per annum (Level 10)
: Pretoria

: A three-year National Diploma/B Degree in Business Management /Finance/Economics or Marketing. 3-5 years' relevant experience in a Marketing / Finance or Economics environment. Skills/Knowledge: Experience in Developing the investment recruitment- strategy and plans for the Sector. Experience in the implementation of investment promotion and recruitment programmes. Experience in executing inward and outward missions. Experience in Maintaining and updating an investor's projects database. Experience in conducting research and analysis on investment proposals and business plans. Research and analytical skills ,communications skills (verbal and written), client orientation and customer focus, interpersonal skills, financial management, presentation skills, conflict management skills, planning and organising and project management. Knowledge of service delivery improvement. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations. Proficient in MS Packages.

DUTIES : Research and identify potential investors. Provide information to investors' viz. incentives, market opportunities and dynamics and the Government's Industrial Policy Plans. Execute the investment cycle in term of investor targeting, lead generation and investment marketing. Engage with stakeholders and maintain relations within the public, private sectors and industry organisations. Develop strong partnerships and communication with stakeholders. Operate the customer relationship management system (CRM), maintain and update investment pipeline. Attend/follow-up investment enquiries and leads generation. Determine and obtain group or individual target investors for a specific incentive. Attend and follow-up on investors' meetings to determine investment goals or to discuss investment strategies and plans. Develop and execute of the investment-marketing plan. Identify and follow-up leads. Arrange investors' visits to South Africa. Convert leads into projects. Track and analyse foreign direct investment (FDI) flows and prospects. Provide inputs into the quarterly and annual reports, business plans and targets. Compile reports on investment meetings and visits. Update the investment pipeline.

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