

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** : 07 November 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).

OTHER POSTS

- POST 40/119** : **DEPUTY DIRECTOR: TRAINING AND CAPACITY DEVELOPMENT (FACILITATION AND COURSE DESIGN) REF NO: (CMSB - 070)**
Overview: To manage overall HRD training and development of employees regarding induction, behavioural, generic and transversal competencies, functional training as well as leadership and management development.
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum, (Level 11), (all-inclusive remuneration package)
: Pretoria
: A three-year National Diploma / B Degree in Human Resource Development / Management and/or Social Science. 3-5 years' relevant managerial experience in delivery of Transversal, Management and Leadership training programmes Skills/Knowledge: Experience in Human Resource Development. Experience in managing the delivery of transversal and management programmes. Experience in reporting, stakeholder management, people management, financial management, project management, strategic capability and leadership. Facilitation and presentation skills, communication skills (verbal & written), project management skills, interpersonal skills, planning and organising skills & time management skills. Knowledge and understanding of Learning Development Principles and Methodologies. Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations, Public Finance Management Act, Skills Development Act, HRD Strategy in the public sector and Skills Levy Act. Proficient in MS Office packages.
- DUTIES** : Manage the delivery of Transversal, Management and Leadership programmes. Ensure procurement of service providers for the delivery of transversal programmes. Ensure the development and customisation of training content for relevant transversal and management development programmes. Manage the delivery of Departmental Induction Programme and Compulsory Induction Programme. Manage the bursary, scholarship and scholarship programmes. Monitoring research and benchmarking conducted and establish current best practices in terms of these programmes. Ensure implementation of the coaching and mentoring framework. Manage employee

performance and capacity development in line with the dtic's Performance Management Policies and Procedures. Implement the approved business plan for the sub-directorate. Manage the Transversal, Management and Leadership unit. Consolidate sub-directorate reports for all programmes. Prepare budget and monitor expenditure to ensure spend is compliant and remains in line with budget parameters. Ensure compliance with administrative controls over funds, to preclude fraud or mismanagement of funds within budget. Travel and work overtime as and when required.

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

POST 40/120 : **ASSISTANT DIRECTOR: ADVANCED MANUFACTURING REF NO: IIAF & A – 017**

Overview: To provide an investment promotion service in the Advanced Manufacturing Industries (Pharmaceuticals, Electronics and Fuel Cells). This is a re-advertisement due to amendments on the advert, candidates who applied need not re-apply and still be considered.

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 : Recruitment of local and foreign investment into the Services Industries: Develop the investment recruitment- strategy and plans for the Sector. Participate in the implementation of investment promotion and recruitment programmes. Execute inward and outward missions. Maintain and update an investor's projects database / pipeline. Develop a database of leading companies in the sector (domestic / international for investor targeting). Attraction, retention and expansion of investment in South Africa: Research and analyse companies' investment proposals and business plans. Develop business cases for companies to invest in South Africa. 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. Lead generation and investment marketing: 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. Identification, packaging and promoting of major investment projects: Collate investment projects. Package investment projects for local and foreign investment conferences, pavilions, targeted outward investment missions. Attend, participate and ensure follow-up on one-on-one meetings. Package investment products to potential investors. Develop marketing materials such as customised inputs, presentations, briefing documents and speeches. Prepare presentations for events, conference and exhibitions. Develop value propositions for the sectors and analyse trends on the sectors. Risk Management: Report on financial and operational risk & provide inputs for mitigation. Implement measures and control to mitigate economic risk. Stakeholder and Customer Relations Management: 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. Reporting: Provide inputs into the quarterly and annual reports, business plans and targets. Compile reports on investment meetings and visits. Update the investment pipeline. Complete and comply with all Departmental requirements in terms of reports, agreements, appraisals and documents as required by the Division and Department.

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POST 40/121 : **ADMINISTRATION OFFICER: RISK AND COMPLIANCE REF NO: ODG-023**
Overview: To provide ethics and administrative support service to the Chief Directorate Risk and Compliance.

SALARY : R261 372 per annum, (Level 07)
CENTRE : Pretoria

REQUIREMENTS : A three year National Diploma/B Degree in Public Administration / Business Administration / Law. 3-5 years 'relevant experience in a Risk and Compliance and Ethics Skills/Knowledge: Experience in providing logistical and administrative support to a project team, board committee, or business unit. Experience in administration of Disclosure of financial interests. Experience in consolidating reports and reconciling expenditure report, database management, document and diary management. Sound ability to communicate well, both verbal and written. Good interpersonal skills and customer service excellence for liaising with staff and relevant stakeholders. Time management skills, planning and organising skills, analytical thinking skills and report writing skills. Sound knowledge and understanding of Code of Conduct on financial disclosure and ethics, Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of the practices and regulations applicable to administrative support services in the Department. Strong sense of urgency and ability to work under pressure. High level of confidentiality and integrity. Ability to work in a co-ordinated team. Computer Literacy (MS Office Package).

DUTIES : Administrative Support: Compile and update all audit findings of the Unit. Collate all reports for the Ethics Committee. Review and input to the Ethics Policies and strategies. Other Remunerative Work (ORW): Process applications for permission to conduct Other Remunerative work (ORW). Analyse the ORW applications received to identify conflict of interest. Prepare reports for the Ethics Committee on ORW. Advise applicants in relation to the completion of ORW forms. Prepare submission and approval certificates. Provide feedback to applicants regarding the outcomes of the applications. Compile database of all ORW application received. Draft communications on ORW. Disclosure of financial interests: Advise officials in relation to completion of disclosing financial interests. Conduct analyses against the various systems and reports to identify non-disclosures. Collate all information on Financial Disclosures (spreadsheets, reports). Draft reports and submissions. Communicate weekly with all Branches on progress. Draft newflashes on financial disclosures. Train officials on disclosures. Reconciliation of HR reports and eDisclosure reports. Reporting: Coordinate monthly and quarterly reporting against Operational Plan and submit to the CRO. Reconcile the expenditure report for variances and commitment of the Chief Directorate: Risk and Compliance. Collate all evidence for the Chief Directorate: Risk and Compliance for submission to the Office of the Director General. Update progress report of Internal Audit findings. Submit the Unit's Management Performance Assessment Tool (MPAT) documentation for report and records keeping purposes.

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