

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : 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** : 18 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. 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> No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. 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. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. 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 42/144** : **DIRECTOR: APPLICATION DEVELOPMENT AND SUPPORT REF NO: CMSB - 128**  
Overview: To manage the analysis, development and release to production of application systems.
- SALARY** : R1 073 187 per annum (Level 13), all-inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory Requirements: An undergraduate qualification (NQF Level 7) in Computer Sciences/Informatics and/or Engineering. 5 years' relevant middle/senior managerial experience in ICT industry. Skills/Knowledge: Experience in the management of application systems. Experience in Microsoft platform, system administration, and operating systems. Experience in financial management, people management, stakeholder management and strategic capability and leadership. Planning and organising skills, interpersonal skills, communication skills (verbal and written), presentation skills, research and analytical skills, mentoring and coaching skills, customer service, honesty and integrity. Knowledge and understanding of technical architecture and standards, technology, server operations, network operation, database, information security, and ICT service management. Knowledge and understanding of the Public Service Regulations, the Public Service Act, Treasury Regulations and the Public Finance Management Act. Knowledge and understanding of Corporate Governance – ethics, risk, and fraud prevention and control.
- DUTIES** : Manage impact assessment, prioritisation and authorisation. Manage emergency changes. Manage change, status tracking and reporting. Oversee change closure and documentation. Manage the introduction of products and services into the enterprise ICT environment as specified in the service design. Testing, training and maintenance. Maintain the applications architecture. Develop applications methods and standards. Ensure applications integration. Supplier relationship management. Supplier Risk Management. Supplier

- performance monitoring. Manage financial resource and assets of the unit. Manage the human resources in the unit. Manage the strategic planning of the unit and execution of the operational plan.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: 012 394 1809/1835
- POST 42/145** : **DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: CMSB - 137**  
 Overview: To manage the development of ICT infrastructure solutions, the operations of the Network, Service Desk and Desktop environment.
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum (Level 13), all-inclusive remuneration package  
 : Pretoria  
 : Mandatory Requirements: An undergraduate qualification (NQF Level 7) in Computer Sciences/Informatics/Engineering and/or Business Management. 5 years' relevant middle/senior managerial experience in ICT industry. Skills/Knowledge: Microsoft Certified Systems Engineers (MCSE) Certification will be an added advantage. Experience in the management of ICT infrastructure. Experience in the management of ICT Security. Experience in Microsoft platform, system administration, IT governance and security, and operating systems. Experience in financial management, people management, stakeholder management and strategic capability and leadership. Planning and organising skills, interpersonal skills, communication skills (verbal and written), presentation skills, research and analytical skills, time management skills, mentoring and coaching skills, customer service, honesty and integrity. Knowledge and understanding of technical architecture and standards, technology, server operations, network operation, database, information security, and ICT service management. Knowledge and understanding of the Public Service Regulations, the Public Service Act, Treasury Regulations, the Public Finance Management Act, and SITA Act and Regulations. Knowledge and understanding of Corporate Governance – ethics, risk, and fraud prevention and control.
- DUTIES** : Oversee the availability of the network/ Data/ Voice and Wireless infrastructure. Manage and monitor all infrastructure/data/voice/wireless changes. Oversee the desktop service environment in the dtic, and present reports to MANCO. Ensure secure ICT security services within the dtic. Ensure confidentiality, integrity and availability of the services. Develop and review the ICT security policies. Develop the SOP and guidelines on ICT security. Manage the compliance of the Information Security policy within the dtic. Ensure effective database management in the dtic. Ensure a secure database environment. Develop and review the Database policies. Develop the SOP and guidelines for database administration. Oversee the availability and secure Messaging service for the dtic. Develop and manage the Email policy. Develop the SOP and guidelines for the Email infrastructure. Evaluate impact assessment conducted on the proposed infrastructure changes. Scrutinise the proposed changes when presented to the CCB (Change Control Board). Monitor the infrastructure emergency changes in line with the prescribed guidelines. Scrutinise and sign off on the infrastructure changes report before submission to the CCB. Monitor the backups on a daily basis. Monitor the data recovery on a monthly basis (Restore from Backups). Develop and review the Backup policy. Develop and review the SOP and guidelines for the Backup system. Monitor infrastructure server continuity on a quarterly basis. Build supplier relationship management. Perform risk management on SLAs. Monitor Supplier performance. Manage financial resources and assets of the unit (Provide inputs into the Chief Directorate Business Plan, MTEF, ENE, etc.). Manage human resources in the unit. Manage the strategic planning of the unit and execution of the operational plan. Monthly and Quarterly Directorate reporting against the Business Plan. Management of audit findings and identified risks.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: 012 394 1809/1835

## OTHER POSTS

**POST 42/146** : **DEPUTY DIRECTOR: BUSINESS ANALYSIS REF NO: CMSB - 132**  
Overview: To assess the business strategy and define requirements for the ICT contribution to the value chain.

**SALARY** : R882 042 per annum (Level 12), all-inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Mandatory Requirements: A three-year National Diploma/B-Degree in Computer Sciences and/or Informatics. 3 – 5 years' relevant managerial experience in ICT industry. Skills/Knowledge: Experience in ICT Applications Services. Experience in ICT Business Analysis and developing feasibility studies. Experience in Microsoft platform, system administration, and operating systems. Experience in financial, people and project management. Planning and organising skills, interpersonal skills, communication skills, presentation skills, customer service, honesty and integrity. Knowledge and understanding of technical architecture and standards, technology, server operations, network operation, database, information security, and ICT service management. Knowledge and understanding of the Public Service Regulations, the Public Service Act, Treasury Regulations and the Public Finance Management Act. Knowledge and understanding of Corporate Governance – ethics, risk, and fraud prevention and control.

**DUTIES** : Identify, prioritise, specify and agree on business functional and technical requirements. Identify, document and analyse risks associated with the business requirements and solution design as part of the organisation's process for the development of requirements. Compile a Risk Analysis Report and formulate alternative courses of action where required. Develop a feasibility study, by determining the requirements thereof and implementing the findings. Maintain the business functional and technical requirements, by identifying and prioritising initiatives for the achievement of expected outcomes of the IT-enabled investment programme. Support the IT function by assessing the feasibility and alternative course of action and make recommendation to the business sponsor. Manage the sub-directorate. Provide inputs in to the strategic planning of the unit and execution of the operational plan. Manage employee performance and capacity development in line with the dtic Performance Management Policies and Procedures. Work overtime and travel as and when required.

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

**POST 42/147** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: ODG - 232**  
Overview: To manage the internal control requirements in respect of the financial and supply chain management.

**SALARY** : R744 255 per annum (Level 11), all-inclusive remuneration package  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Mandatory Requirements: A three-year National Diploma/B Degree in Financial Management / Accounting. 3-5 years' relevant managerial experience in financial management of which 3 years' experience must be in an Internal Control / Auditing / Financial Statements environment. Skills/Knowledge: Experience in identifying and implementing legislation controls. Experience in verification of processed transactions. Experience in reporting on financial controls and deviations. Experience in financial reporting and financial systems. Experience in financial management, stakeholder management, people management, project management, accounting processes and public sector financial management. Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. A sound knowledge and understanding of Public Finance Management Act, Treasury Regulations, Public Service Act, Preferential Procurement Policy Framework Act and other related regulations. Proficient in MS Packages.

**DUTIES** : Identify and manage all related legislation, regulations, accounting standards, policy directives and best practices in respect of financial and supply chain management. Provide up to date departmental policies relating to financial and supply chain management, including policy directives, accounting checklists, circulars and office instructions. Manage the implementation of, and communication to all staff regarding relevant policy directives, accounting

standards and departmental policies. Manage the verification of monthly ledger reconciliations and inputs for the financial statements to assess policy compliance. Ensures follow-up actions to clear all transactions in ledger accounts, and the assessment of the relevance of balances in terms of associated accounting transactions, such as ledger accounts, creditor payments and interdepartmental claims. Manage the review of operations to ensure adherence to legislation, compliance requirements and accounting standards. Manage the investigation of all expenditure exceptions (irregular and fruitless expenditure, losses and fraud), and perform complex investigations in consultation with forensic auditors and the SAPS. Quality Assure investigation reports and updated registers on expenditure exceptions. Ensures the accuracy and completeness of monthly, quarterly and annual financial statements-inputs relevant to the various operational areas. Manage the Reports to the Accounting Officer, Treasury, PFME, SCOA and auditors. Manage the responses on information requests and audit findings relating to control deficiencies. Ensures the identification and implementation of corrective actions and preventative controls following audit findings. Liaison with Treasury, DPSA, PSC, and DPME on enquiries or ad hoc reports on financial performance. Monitor financial resources and assets of the sub-directorate. Manage the human resources of the sub-directorate. Provide inputs in to the strategic planning of the unit and execution of the operational plan.

**ENQUIRIES**

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