

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. should appear in the 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** : 30 January 2023
- 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](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents are 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 the SMS position will further recommend candidates to attend a generic managerial competency-based assessment. 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).

## OTHER POST

- POST 01/216** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: ODG-020**  
Overview: To assist the Department in identifying, assessing and evaluating risks that could prevent achievement of the business objectives.
- SALARY CENTRE REQUIREMENTS** : R908 502 per annum (Level 12), (all-inclusive remuneration package)  
: Pretoria  
: Bachelor's Degree in Risk Management/Business Management / Internal Audit or Public Administration. 3-5 years' experience in risk management and Business Continuity Management. 3-5 years managing resources in a risk and/or governance environment. Skills/Knowledge: Experience in conducting risk assessments within an organisation. Experience in developing and compiling risk registers. Experience in conducting risk awareness and training. Experience in risk governance (Risk Policy, strategy, risk appetite). Experience in risk reporting. Experience in high-level stakeholder management. Experience in project, financial and human resources management. A thorough understanding of Risk Management and Business Continuity Management. Attention to detail and quality of work. Communication skills (verbal & written), research and analytical skills, negotiation skills, project management skills, interpersonal skills, planning and organising skills & time management skills, mentoring and coaching. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Proficient in MS Packages.
- DUTIES** : Risk Assessments: Facilitate the Branch risk workshops and risk registers. Assess the effectiveness of controls in the registers. Assess action plans on a quarterly basis, obtain portfolio of evidence for completed actions and facilitate changes to residual risks. Attend all Branch planning sessions (strategic planning/exco/manco meetings) to assist the Branches with risk management processes in line with the Risk Management Strategy and policy. Finalise and quality assure all project risk registers. Attend all project meetings of the Branches to identify risks that could prevent the achievement of the project

objectives as well as risks to the business/operationalisation of the project. Risk Governance: Develop/review/update and obtain approval of Risk Policy, Risk Strategy, Risk Appetite, thresholds. Check adherence to the Risk and BCM policies and strategies. Risk training and awareness: Educate and train risk staff, risk champions and all employees in the department on risk management principles, trends, best practice, etc. Provide support to risk champions, at least every quarter, in updating Branch risk registers and assessing the management of risks. Create awareness in the Department on risk management (newsflash/classroom training, etc). Business Continuity Management: Facilitate the BCM and disaster management initiatives for the Department. Provide guidance to Branches on BCM. Quality assure and ensure updated Business Continuity Plans are signed off by business. Coordinate testing of all BCPs per test plan. Compile reports on progress of BCM for reporting to Opscom, AC, ICT Steercom, Branches and RMC meetings at least every quarter. Create awareness in the Department on BCM (newsflashes, physical training, workshops, etc) .Risk reporting: Produce reports on risk and BCM deliverables. Compile reports for the Risk Management Committee meetings every quarter and when requested. Produce reports on trends and concentrations in the Department re Risk and BCM. Management of resources in risk team: Recruit, develop and performance manage staff.

**ENQUIRIES**

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