

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via email to dticapplications@tianaconsulting.co.za ;OR posted to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821,Braamfontein, 2017. (NB: The post name must appear in the subject line of the e-mail OR on the envelope); Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria
- CLOSING DATE** : 21 April 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, 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).

MANAGEMENT ECHELON

- POST 12/152** : **DIRECTOR: STRATEGIC PLANNING AND PERFORMANCE MONITORING REF NO: ODG-066**
Overview: To manage the strategic and business planning function within the dtic.
- SALARY** : R1 073 187 per annum (Level 13) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Public Administration / Public Management or related Bachelor's degree. 5 years' relevant middle / senior managerial experience related to Strategic Planning & Performance Monitoring. Proven experience in the development of procedures for data collection and analysis. Skills/Knowledge: Experience in monitoring evaluation tools and systems. Knowledge and understanding of National priorities and Medium-Term Strategic Framework. Knowledge and understanding of Government planning processes and cycles as well as National Treasury Regulations. Knowledge and understanding of Guidelines and Frameworks on strategic planning and management of performance information. Understanding of Audit processes and how they relate to planning and reporting compliance and improvement. Knowledge of Public Service Act and Public Service Regulations. Understanding of project management and financial management. Knowledge of policy development and monitoring and evaluation process. Knowledge and information management and research capability. Ability to lead and work with a multidisciplinary team. Sound organizing and planning, communication skills, report writing, analytical skills, innovative, problem solving and interpersonal skills. Client orientation, stakeholder management and ability to work under pressure with long hours. Advanced computer literacy.
- DUTIES** : Develop, review and oversee the implementation of the Strategic Plan, Annual Performance Plan and Operational Plan of the Department in accordance with legislative and regulatory requirements. Facilitate approval and tabling of the Strategic Plan and Annual Performance Plan. Manage and coordinate the performance, monitoring evaluation and reporting processes within the Department. Manage all performance planning and performance reporting activities of the department. Provide leadership in the development of appropriate tools for the department and integrated monitoring and evaluation system. Manage all engagements related to performance audit against

predetermined objectives. Develop and implement policies, procedures, models and systems to enhance performance management and governance.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on 012 394 1809/1835

OTHER POSTS

POST 12/153 : **ASSISTANT DIRECTOR – FINANCIAL ACCOUNTING REF NO: ODG-157**

Overview: To manage, coordinate, review and undertake the implementation of financial accounting systems and procedure in line with relevant legislations framework and departmental policies and procedures

SALARY : R382 245.per annum, (Level 09) (Commencing Salary Package)
CENTRE : Pretoria

REQUIREMENTS : A three-year National Diploma/B Degree in Financial Accounting. And Reporting 3-5 years' relevant experience in supervisory experience in a financial accounting environment. Skills/knowledge of Financial Management and in-depth knowledge of payroll will be added advantage. Knowledge of Financial accounting prescripts, policies and practices. Knowledge of government financial systems (PERSAL and BAS) financial reporting skills, communication skills (verbal and written), stakeholder and customer focus, interpersonal skills, financial management, presentation skills, conflict management skills, planning and organising and project management. Knowledge of service delivery improvement. A sound knowledge And understanding of Public Financial Management Act, Treasury Regulation, Public service Act Preferential Procurement Policy Framework Act and on the related regulations. Proficient in MS Packages.

DUTIES : Reconciliation, administration, safeguarding and filling of documents: Manage the identification and resolution of all discrepancies between the documents filed and transactions processed through the accounting system as per Treasury Regulations 8.11 and 17.1. Manage filing and archiving practices and review on a test basis the availability of source documents for recorded transactions. Manage and periodically approve master-file Information (payroll, creditors, debtors and assets) maintained on the accounting system. Manage appointments and terminations / transfers. Verify SCOA, budget, amounts and allocations on payment advice/claims. Administration of financial accounts: Review relevance, accuracy and validity and approve adjusted journal entries captured. Manage reconciliations, including General and subsidy ledger reconciliation. Tax reconciliation. Reconciliation between BAS and other systems (LOGIS and PERSAL). Manage timely and accurate clearing of suspense accounts and reports on un-cleared items as per Treasury Regulations 17.1.2. Manage capturing of inter-departmental payments/ claims and review supporting documents. Manage the distribution of payrolls before the pay date. Review, analyze and implement changes and enhancements to the PERSAL system to ensure optimal efficiency. Reporting: Compile, review and analyse the information provided on reports as per the required timelines: Required daily, weekly, monthly, quarterly and annual reports on PERSAL and BAS, verify and implement remedial action where necessary. Financial information provided for annual report and decision-making. Interim and annual financial statements and supporting schedules. Manage monthly and year-end closure processes. Liaise with auditors, coordinate and consolidate responses to queries, and manage follow-ups on the implementation of recommendations. Supervisory Responsibilities: Signed performance agreements by all staff member report to you. Leave Management. Training and development of officials within the area of responsibility. Asset Management within own area of responsibility. Risk and operational plans developed and implemented.

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