

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : 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** : 22 May 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 15/124** : **DIRECTOR: 12I REF NO: IFB - 060**
Overview: To ensure the effective administration and management of all applications, monitoring of approved projects and overall reporting on applications and projects under section 12i of the Income Tax Act.
- SALARY CENTRE REQUIREMENTS** : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)
: Pretoria
: An undergraduate qualification (NQF Level 7) in Financial Accounting or equivalent qualification. 5 years' relevant middle / senior managerial experience in an economic environment. Skills/Knowledge: Experience in managing incentive programmes, performance and financial management, monitoring and evaluation, research and planning, stakeholder management, people management, project management, performance management, relationship management, change 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 key legislation applicable to public entities and the dtic. Proficient in MS Packages.
- DUTIES** : Marketing of 12i: Create client awareness and education, e.g. pre-application meetings with applicants, distribution of information material, and dealing with client queries. 12i regulatory framework: Propose changes to Act and Regulations and/or responding to requests for changes from other stakeholders. Establishing of the 12i Adjudication Committee: Facilitate the establishment and maintenance of the 12i Adjudication Committee according to regulatory requirements. Coordinate the Adjudication Committee meetings and interactions. Stakeholder management: Stakeholder liaison/escalations to ensure integrity of 12i as well as client satisfaction e.g. Managing Directors, the

Minister, National Treasury, SARS, etc. Create platforms for continuous engagements with key stakeholders, including divisions within the dtic, other Government departments and tiers of government, key SOEs, organized business and labour. Liaising, consulting and networking with appropriate and relevant stakeholders. Represent the department in all forums and focus groups. Initiate, attend and participate in meetings with industry associations and export councils to ensure alignment with the work of the unit. Direct and manage the directorate: Manage strategic planning for the directorate, including budgets 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: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Report at various levels e.g. Annual Parliamentary Report, Monthly Reports, etc. Procedures, processes and mechanisms: Design and maintain effective procedures, processes and mechanisms for administering the section 12i Tax Allowance to ensure regulatory compliance and continuous monitoring of approved projects. Record, review and track all 12i applications, their status and outcome.

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

POST 15/125 : **DIRECTOR: INVESTMENT PROJECTS REF NO: IFB - 111**
 Overview: To promote the DTIC incentives uptake through the strategic use of partners and focused customer care in specific provinces.

SALARY CENTRE REQUIREMENTS : R1 105 383 per annum (Level 13), (all-inclusive remuneration package)
 : Pretoria

: An undergraduate qualification (NQF Level 7) in Economics / Finance / Business Administration / Public Management. 5 years' relevant middle / senior managerial experience in an economic environment. Skills/Knowledge: Experience in managing incentive programmes, performance and financial management, monitoring and evaluation, research and planning, stakeholder management, people management, project management, performance management, relationship management, change 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 key legislation applicable to public entities and the dtic. Proficient in MS Packages.

DUTIES : Stakeholder management: Manage Customer Relations, including consultations with internal and external stakeholders. Create platforms for continuous engagements with key stakeholders, including divisions within the dtic, other Government departments and tiers of government, key SOEs, organized business and labour. Work closely with other Government departments to develop a supporting policy environment to implement. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs aimed at improving the competitiveness of the industry. Represent the department in all forums and focus groups addressing the industry challenges. Initiate, attend and participate in meetings with industry associations and export councils to ensure alignment with the work of the unit. Directorate management: Manage strategic planning for the directorate, including budgets 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: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Management of record keeping within the business unit. Monitoring and Evaluation: Manage the review of policies and methodologies and benchmark against international best practice. Provide support with the implementation of programmes. Marketing and access to dtic incentives: Ensure appropriate advice is given to customers on incentives and the application processes. Conduct targeted information sharing and capacity building workshops on the guidelines and technical completion of the incentives application forms. Oversee the pre-screening of customer's applications for completeness and accuracy and the provision of business advice to customers with regards to incentives. Oversee the satisfaction surveys by the customers that have accessed dti incentives.

Oversee profiling of success stories related to the uptake of dti incentives. Oversee liaison with the Communications & Marketing on opportunities for mass communication to potential customers on incentives (exhibitions, local radio stations and publications). Liaise with Communication & Marketing in the formulation and implementation of communication strategies on incentives. Ensure focused communication with stakeholders on both new and revised incentives guidelines through appropriate channels and publications. Manage the interface between the branches and stakeholders in provinces: Oversee the participation of relevant officials within the dtic divisions to address the needs of potential customers and partners. Ensure that operational support is provided to officials in the dtic in the promotion of access to dtic offerings. Oversee the compilation of databases of the dtic beneficiaries and stakeholders within the provinces. Identify success stories from the provinces based on the take-up of the dtic offerings.

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OTHER POSTS

POST 15/126 : **DEPUTY DIRECTOR: CRITICAL INFRASTRUCTURE PROGRAMME REF NO: IFB - 182**

Overview: To manage the CIP programmes and ensure the appropriate support functions are in place for the effective and efficient administration of incentives.

SALARY CENTRE REQUIREMENTS : R958 824 per annum (Level 12), (all-inclusive remuneration package)
: Pretoria

: A three – year National Diploma / B Degree in Economics / Finance / Business Administration / Public Management. 3 – 5 years’ relevant managerial experience in an economic environment. Skills/Knowledge: Experience in incentive programmes. Experience in report writing, conducting economic research, stakeholder management, people management, financial management, project management, strategic capability and leadership. Communication skills, interpersonal skills, analytical skills, presentation skills, customer focus, planning and organising skills and time management skills. Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations and Public Finance Management Act. Proficient in MS Office packages.

DUTIES : Applications evaluated against quality standard and turnaround times: Manage, control and monitor the production, workflow business processes applications and claims. Contribute effectively, design and implement internal work processes. Contribute effectively to review claims guidelines. Provide inputs with regard to business plans. Ensure compliance with the guidelines. Interaction with customers on their applications and claims. Compare and verify accuracy of figures. Risk management to prevent fraudulent approvals/activities. Verify company information. Attend and resolve audit queries. Conduct business site visit. Financial Management: Draft cash flow, update and review budgets. Control expenditure against approved budget. Customer Care: Supervise, monitor and ensure implementation of proper customer care interventions are in place, such as setting time frames for customer queries feedback. Interact, guide, assist and intervene on to assist clients on their claim queries. Compilation of accurate performance reports, recommendation and adjudication committee meetings: Prepare weekly/monthly and quarterly/annual performance reports Prepare presentation for the adjudication committee meeting and provide technical inputs. Prepare presentation for the adjudication committee meeting and provide technical inputs. People Management: Monitor and manage the performance of assistant directors and other officials in the unit. Manage Human Resources.

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| <u>POST 15/127</u> | : | <u>DEPUTY DIRECTOR: BUSINESS DEVELOPMENT REF NO: IFB – 100/116 (X2 POSTS)</u> Overview: To manage and promote the accessibility of the dtic offerings through the strategic use of provincial partners and focused customer care in the specific province. |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R958 824 per annum (Level 12), (all-inclusive remuneration package) Pretoria A three – year National Diploma / B Degree in Economics / Commerce / Business Administration / Business Management. 3 – 5 years' relevant managerial experience in an economic environment. Skills/Knowledge: Experience in incentive programmes. Experience in the development of communication and marketing strategies. Experience in evaluating business plans and conducting viability financial studies. Experience in report writing, conducting research, stakeholder management, people management, financial management, project management, strategic capability and leadership. Communication skills, interpersonal skills, planning and organising skills and time management skills. Knowledge and understanding of Public Service Act, Public Service Regulations, Treasury Regulations and Public Finance Management Act. Proficient in MS Office packages. |
| <u>DUTIES</u> | : | Disseminate Information on Incentive Schemes: Distribute print material to stakeholders. Respond to electronic request for incentive information. Facilitate Website updates. Communication Strategies: Develop and revise communication strategies (Incentive specific, generic, project based regional) as per Business Plan. Implement communication strategies with Regional and Programme Managers. Communication and Marketing: Identify advertising and PR needs position (both mass and targeted communication) and facilitate these interventions. Profile success stories and the dtic empowered projects. Participate and expose trade shows and exhibitions. Event Coordination. Facilitate and manage production of information material and promotional items. Stakeholder Relations: Build and maintain relationship with both internal & external stakeholders. Capacitate stakeholders on the dtic offerings and participate at information offering session. Provide support in liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in identification of stakeholders needs. Create and maintain stakeholder's database. Supplier/ Service Provider Management: Liaise with and manage service provider for marketing needs. Follow proper procurement processes. Ensure coordination of all administrative aspects for the unit: Handle all enquiries and requests. Compile progress reports on a monthly basis on the projects with regards to time-lines and budgets. Establish and maintain an electronic database on progress reports. |
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