

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** : 19 June 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 19/77** : **CHIEF FINANCIAL OFFICER REF NO: ODG-141**
This is a re-advertisement. Candidates who previously applied need not re-apply.
Overview: To provide financial management advice to the Head of Department (Accounting Officer) and other Senior managers in the execution of their functions in terms of the Public Finance Management Act and the Treasury Regulations and other applicable regulations and Legislation. To manage the financial / procurement function of the Department and to ensure sound financial management in the Department.
- SALARY** : R1 663 581 per annum (Level 15), all-inclusive remuneration package
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate and post-graduate (NQF 8) qualification in Accounting, Finance or equivalent, completed articles and registration as a Chartered Accountant would be highly preferable. 8-10 years relevant Senior / Executive Management experience dealing with financial matters. Excellent management, communication and interpersonal skills. Deep knowledge of relevant Government legislation, policies and priorities. Expert knowledge and understanding of the Public Finance Management Act and all other application legislation and regulations. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, team-work and networking skills.
- DUTIES** : Reporting to the Head of Department Accounting Officer, the CFO must assist the (AO) to discharge the duties prescribed in the PFMA. Provide strategic and financial support to the AO. Manage the departmental budget in accordance with the relevant prescripts. Ensure the effective, efficient and transparent utilisation of departmental resources. Ensure the effective alignment of the departmental budget with priority programmes of service delivery. Exercise accounting control by maintaining an accurate system of accounting and recording of the financial affairs of the Department and developing and

maintaining measures to prevent fraud and maladministration. Foster a good working relationship with the AG's Office and other stakeholders. Ensure the effective and efficient management of audit intervention recommendations. Provide timely and accurate financial and operational information necessary for strategic decision-making. Ensure strict adherence at all levels of the Department to the provisions of the Preferential Procurement Policy Framework Act (Act 5 of 2000). Formulate creative solutions to enhance cost-effectiveness and efficiency in the delivery of the services and the administration of the Department. Ensure accurate and timely reporting on all activities of the Department in accordance with the PFMA and other relevant prescripts.

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

POST 19/78 : **DIRECTOR: BLACK INDUSTRIALIST REF NO: T&CB - 061**
 Overview: To lead and manage the development and implementation of policies, strategies for the Black Industrialist (BI) programme.

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), all-inclusive remuneration package
 : Pretoria
 : An undergraduate qualification (NQF Level 7) in Economics / Commerce / Economic Development. 5 year's relevant middle/senior managerial experience in transformation and/or economic development environment. Skills/Knowledge: Experience in the management of Black Industrialist Programme. 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, mentoring and coaching skills, customer service, honesty and integrity. Knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of Corporate Governance – ethics, risk and fraud prevention and control.

DUTIES : Development and management of policies, Strategies and regulations for Black Industrialist (BI) Programme: Manage the development and implementation of the Black Industrialist Policy Framework, which will include, but not limited to, policy guidelines, strategy and implementation. Ensure coherence with other policies in government, including Industrial Policy, B-BBEE, Small Business, PPPFA, and National Development Plan. Manage the Black Industrialist Policy Action Plan including the key Action programmes. Manage research, analysis and knowledge management: Manage the development, review, implementation research, and monitoring and evaluation with regards to Black Industrialist. Manage institutional support for Black Industrialists, including training and capacity building, mentorship, research and development. Lead research and analysis in the Black Industrialist sectors, which underpin the policies and strategies of sectors. Stakeholder Management: Create platform for continuous engagement with key stakeholders including Black Business Council (BBC), Black Management Forum (BMF), Business Unit South Africa (BUSA), Chamber of Commerce and any other industry bodies. Develop and manage the implementation of the integrated communication and stakeholder strategy, including advocacy and educational programmes for Black Industrialists. Represent the dtic in all forums and focus groups addressing the sector challenges. Manage the coordination and facilities between the public and private sector in order to promote and safeguard the objectives of Black Industrialists Programme. Manage and develop framework for implementation of Black Industrialists program across National, Provincial and local governments. Monitor and Evaluate effective management on the projects conducted: Develop and monitor the reviews of policies and methodologies against international best practice. Prepare the impact assessment report on Black Industrialist policies. Directorate Management: Oversee the management of financial resources, human resources and assets in the unit. Oversee the strategic the planning of the unit and the execution of operational unit.

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OTHER POSTS

- POST 19/79** : **DEPUTY DIRECTOR: INVESTMENT LEAD MANAGEMENT REF NO: ISID-004**
Overview: To support the operational functions of the branch through the effective management and implementation of task forming part of the investment value chain.
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), all-inclusive remuneration package
: Pretoria
: A three-year National Diploma / Bachelor's Degree in Economics / Social Sciences / Business Administration. 3 - 5 year's relevant managerial experience in an Investment Promotion environment. Skills/Knowledge: Experience in database management, conducting research and analysis. Experience in contract management and compliance. Experience in reporting, risk management, stakeholder management, people management, financial management, project management, strategic capability and leadership. Communication skills (Verbal & written), research and analytical skills, negotiation skills, project management skills, interpersonal skills, planning and organising skills and time management 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** : Develop and maintain a system of collecting, monitoring and disseminating investment leads. Improve interface with stakeholders on lead management services. Ensure system is adopted by strategic Foreign Economic Representative (FER) Offices. Manage inquiries from FER offices and missions. Represent Investment South Africa in investment forums, workshops and pavilions. Ensure development and implementation of customer engagement plans. Facilitate inward and outward investment mission in conjunction with sector desks and relevant stakeholders. Ensure prudent budgetary control in the area of responsibility, and report accordingly on budget expenditure, shortfall, overspending, etc. Manage the subscription to relevant strategic database on an annual basis. Ensure the development of a customer service systems and charter. Coordinate and facilitate investment projects within the unit.
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- POST 19/80** : **ASSISTANT DIRECTOR: MANUFACTURING INDUSTRIES REF NO: ISID-040**
Overview: To provide an investment promotion service in the Manufacturing Industries.
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum, (Level 10), commencing salary package
: Pretoria
: A three-year National Diploma / Bachelor's Degree in Business Management / Investment / Finance / Economics / Marketing. 3 - 5 year's relevant experience in the Industry / Marketing / Finance or relevant environment. Skills/Knowledge: Experience in executing inward and outward missions. Experience in executing the investment cycle, including investor targeting, lead generation, and investment marketing. Experience in promoting investment projects. Experience in report writing and analysis, stakeholder management, investment database management, investment marketing, project management and risk management. Ability to develop and execute investment marketing plans. Proficiency in tracking and analysing foreign direct investment (FDI) flows and prospects. Strong background and understanding of investment recruitment strategies and plans for the Services Industries sector. Knowledge of sector value propositions and trends analysis. Familiarity with investment promotion and recruitment programs. Understanding of financial and operational risk reporting and mitigation. Ability to implement measures and controls to mitigate economic risks. Strong engagement and relationship management skills with stakeholders in the public, private sectors, and industry organizations. Ability to compile reports on investment meetings and visits. Strong analytical and strategic planning skills to draft investment recruitment plans for the sector. Good problem-solving skills, 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 Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. 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 : 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 programs. Execute inward and outward missions to attract investment. Database management of investor's projects database. Investment Attraction and Retention: Research and analyse companies' investment proposals and business plans. Develop compelling business cases to attract companies to invest in South Africa. Conduct research to identify potential investors. Provide investors with relevant information regarding incentives, market opportunities, government policies, and industrial plans. Contribute to the execution of the investment cycle, including investor targeting, lead generation, and investment marketing. Lead Generation and Investment Marketing: Develop and execute the investment marketing plan. Identify and follow up on leads generated through various channels. Arrange investors' visits to South Africa, coordinating logistics and meetings. Convert leads into investment projects by providing necessary support and documentation. Track and analyse foreign direct investment (FDI) flow and prospects. Major Investment Project Identification and Promotion: Collate investment projects and assess their potential. Package investment projects for local and foreign investment conferences, pavilions, and targeted outward investment missions. Attend, participate in, and ensure follow-up on one-on-one meetings with potential investors. Package investment products effectively to attract potential investors. Develop marketing materials, customized inputs, presentations, briefing documents, and speeches. Prepare presentations for events, conferences, and exhibitions. Analyse trends in the sectors and develop value propositions. Risk Management: Report on financial and operational risks and provide inputs for mitigation strategies. Implement measures and controls to mitigate economic risks. Stakeholder and Customer Relations Management: Engage and maintain relations with stakeholders in the public, private sectors, and industry organizations. Develop strong partnerships and effective communication channels with stakeholders. Operate the customer relationship management system (CRM) and maintain and update the investment pipeline. Attend and follow up on investment inquiries and lead generation activities. Determine and obtain target investors for specific incentives. Attend and follow up on investors' meetings to understand their investment goals and discuss strategies and plans. Reporting: Provide inputs into quarterly and annual reports, business plans, and targets. Compile reports on investment meetings and visits. Update the investment pipeline regularly.

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POST 19/81 : **TRADE AND INDUSTRY ADVISOR – MANUFACTURING INDUSTRIES REF NO: ISID -042**
 Overview: To provide an Implementation service on investment promotion with regard to Manufacturing Industries

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08), commencing salary package
 : Pretoria
 : A three-year National Diploma / Bachelor's Degree in Business Management / Investment / Finance / Economics / Marketing. 1 - 2 year's relevant experience in the Industry / Marketing / Finance or relevant environment. Skills/Knowledge: Experience in report writing and analysis, customer relations, investment marketing, project management, risk management and document management. Strong analytical and strategic planning skills to draft investment recruitment plans for the sector. Proficiency in database management for regular updating of an investor's projects database. Knowledge of market dynamics, incentives, and government policies to prepare relevant information for potential investors. Ability to create marketing materials such as presentations, briefing documents, and speeches. Strong research and analytical skills to identify and assess economic risks. Ability to maintain

relations within the public, private sectors, and industry organization. Sound ability to communicate well, both verbal and written. Good problem-solving skills, 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 Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. 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 :

Recruitment of local and foreign investment into the Services Industries: Assist in the development of investment recruitment plans for the sector. Assist in executing inward and outbound missions. Keep the investor's projects database up to date. Attraction, retention, and expansion of investment in South Africa: Gather information for investment proposals and business plans. Contribute to business cases for companies investing in South Africa. Research and identify potential investors. Prepare information on incentives, market opportunities, and government policies. Participate in investor targeting, lead generation, and investment marketing. Lead generation and investment marketing: Contribute to the development and execution of the investment marketing plan. Identify and follow up on leads. Prepare for investors' visits to South Africa. Assist in converting leads into projects. Track and analyse foreign direct investment (FDI) flow and prospects. Major Investment Project Identification and Promotion: Collect and organize investment project information. Assist in packaging projects for conferences, pavilions, and investment missions. Present investment products to potential investors. Gather information for marketing materials and presentations. Contribute to sector value propositions and trend analysis. Risk Management: Research measures and controls to mitigate economic risk. Stakeholder Management: Prepare for engagements and maintain relations with stakeholders. Gather inputs for developing partnerships and effective communication. Customer Relations Management: Utilize the CRM system to maintain and update the investment pipeline. Handle investment inquiries and follow up on leads. Obtain information on target investors and specific incentives. Attend and follow up on investors' meetings to discuss strategies and plans. Reporting: Provide inputs for reports, business plans, and targets. Compile reports on investment meetings and visits for pipeline updates.

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