

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** : 10 July 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. 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).
ERRATUM: Assistant Director: Manufacturing Industries (ISID-040) and Trade and Industry Advisor: Manufacturing Industries (ISID -042). Kindly note the above-mentioned positions were advertised in the Public Service Circular 19 dated 26 May 2023, with an incorrect sector "Recruitment of local and foreign investment into the Services Industries". The sector has been corrected to "Recruitment of local and foreign investment into the Manufacturing Industries". Candidates who have already applied need not to re-apply. Closing date for these positions has been extended to 10 July 2023.

OTHER POSTS

- POST 21/100** : **INVESTIGATOR REF NO: ISID-081/083 (X2 POSTS)**
 Overview: To conduct investigations, search & seizure, raids and execute enforcement orders to ensure compliance with B-BBEE Act.
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), all-inclusive remuneration package
 : Pretoria
 : Bachelor's Degree/ National Diploma in Public Administration or Business Administration / Social Science/ Economic Science / Law. 3 - 5 year's relevant managerial experience in conducting investigations, raids, search & seizure. Skills/Knowledge: Skills required: Analytical; verbal & written communication; time management; conflict management; investigative, presentation and report writing. Knowledge of the Constitution, PFMA, National Treasury Regulations, B-BBEE Act; Inspections & Investigations will be an added advantage.
- DUTIES** : Conduct investigation and effect enforcements: Recommend cases for investigation; Conduct pro-active and reactive investigations; Plan and execute search and seizure; Plan and conduct raids; Provide evidence at public hearing; Ensure compliance with enforcement orders; Develop mechanism to conduct trend analysis on non-compliance and provide recommendations for management decision making; Report on all investigations; search & seizure operations and raids. Manage case records: Manage case files of cases investigated and new cases; Maintain security and care of case files; Ensure safety, care and records of evidence collected; Provide quarterly reports on investigation and new cases trends; Make recommendations for initiation of investigations. Recommend referrals to other regulatory / law enforcement institutions: Assess cases for referral to other regulatory / law enforcement institutions; Recommend referral to other regulatory / law enforcement institutions; Comply with referral processes and procedures for prosecution; Recommend prosecution, where necessary. Provide support at public hearings: Manage the scheduling and logistical arrangement to hold public hearings; Manage and attend public hearings; Provide reports and evidence files for tabling at public hearings; Present evidence at public hearings. Manage

- the resources of the sub-division: Manage the human resources of the sub division; Account for allocated assets; 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
- POST 21/101** : **DEPUTY DIRECTOR: BUSINESS DEVELOPMENT REF NO: IFB-300**
 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.
 Please note that, this is a re-advertisement to rectify the location of the post. Candidates who have already applied need not to re-apply.
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum (Level 12), all-inclusive remuneration package
 : Port Elizabeth
 : Bachelor's Degree/ National Diploma in Public Administration or Business Administration / Social Science/ Economic Science / Law. 3 - 5 year's relevant managerial experience in conducting investigations, raids, search & seizure. Skills/Knowledge: 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.
- DUTIES** : 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.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact the Recruitment Office Tel No: (012) 394 1809/1835
- POST 21/102** : **SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: ODG - 165**
 Overview: To authorize creditor and interdepartmental claim payment transactions for processing, after verifying in accordance with policy directives. Review transactions on relevant ledger accounts, and prepare monthly reconciliations on the same.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08), commencing salary package
 : Pretoria
 : A three-year National Diploma / Bachelor's Degree in Financial Management / Accounting or related financial field. 1-2 years' relevant experience in Financial Management of which 1 year in Expenditure and Revenue environment.

Skills/Knowledge: Experience in processing financial transactions. In-depth understanding of financial systems and associated software used for transaction processing and payment authorization. Sound knowledge and understanding of financial systems. Familiarity with payment processes, such as invoice payment and interdepartmental claims. Strong knowledge of accounting ledgers and ability to perform monthly reconciliations. Good interpersonal skills and customer service excellence. Clear and effective communication skills, both verbal and written. Ability to communicate complex financial information in a concise and understandable manner. Ability to work effectively in a team-oriented environment and foster positive working relationships. Time management skills, planning and organising skills, analytical thinking skills and report writing skills. Knowledge of financial and administrative processes. Sound knowledge and understanding of Public Service Regulations, Public Service Act, Public Finance Management Act and Treasury Regulations. Knowledge and understanding of the practices and regulations applicable to financial and administrative support services. 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

: Verify accuracy and completeness of transactions captured on the financial system or associated systems. Process authorized transactions on the relevant system, including payment of invoices and interdepartmental claims. Verify correctness and timeliness of processed transactions and ensure proper filing. Review relevant accounting ledgers and perform monthly reconciliations. Identify exceptions, rejected transactions, and uncleared balances in ledger accounts. Conduct ledger reconciliations according to the prescribed frequency, such as monthly. Follow up and clear balances on ledger accounts on a monthly basis or as required. Supervise and monitor the performance of clerks, ensuring productivity, task execution, and adherence to policy directives and controls. Maintain and submit performance statistics on operational activities, both for oneself and subordinates. Ensure adherence to process turnaround times and timely completion of tasks by oneself and subordinates. Assist with administrative tasks such as submitting inputs for performance management and leave management.

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