

THE DEPARTMENT OF SCIENCE AND INNOVATION

The Department Of Science And Innovation is an affirmative action employer, and coloured people, white women and people with disabilities are encouraged to apply for these posts.

- CLOSING DATE** : 15 September 2023
- NOTE** : Applications quoting the relevant reference number must be accompanied by a fully completed and signed new Z83 form and up-to-date curriculum vitae only (including three contactable referees). Each application for employment form must be fully completed, duly signed, dated, and initialled by the applicant. Failure to do so will result in your application not being considered. No copies/attachments/proof of application, only Z83 and CV. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Applications received on an incorrect email address will be disqualified. Applications must be submitted as one combined document. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification and verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment.

OTHER POSTS

- POST 31/82** : **DEPUTY DIRECTOR: MARKETING AND EVENTS**
- SALARY** : R811 560 per annum (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : NQF 7 qualification in marketing, communications, public relations or a related field. Advanced degrees or marketing certifications may be an advantage. 3 years' experience in marketing and events management in a similar sector or industry with proven experience in marketing, communications and public relations in a similar role. Knowledge and understanding of the Government Communication Policy and Segmentation Model, as well as project management and events management skills and practices. The ability to manage multiple priorities and meet deadlines. Strong understanding of marketing principles, strategies, and government policies, programmes and services. Excellent written and spoken communication skills. Ability to create compelling and persuasive marketing content and to communicate complex information in a clear and concise manner. Proficiency in digital marketing platforms, technologies, and analytical tools and platforms. Strong analytical skills and the ability to interpret data, analyse market trends, and generate actionable insights and optimisation. Creative thinking and ability to develop effective and innovative marketing campaigns aligned with organisational objectives. Innovative thinker with problem-solving skills. Ability to communicate on all levels, to work independently and as part of a team, to work under pressure and in adverse environments. Have sense of urgency and meet deadlines. Be flexible and adaptable, and able to work effectively in a dynamic and changing environment. Knowledge and understanding of government protocol/practices in terms of marketing and branding protocols. Understanding of Batho Pele principles. Knowledge and understanding of Public Service Regulations and government supply chain management processes. Knowledge of human resources procedures. Knowledge and understanding of emergency and safety standards. Experience in stakeholder engagement, relationship building and collaboration with diverse stakeholders.
- DUTIES** : Provide strategic marketing and planning in the department. Ensure campaign development and execution. Ensure events management, outreach programmes and brand management. Oversee and manage human resources, compliance reporting, risk management and procurement. Develop and execute strategic marketing initiatives/campaigns to promote government

- programmes, services and initiatives, while effectively managing relationships with key stakeholders in the national system of innovation.
- ENQUIRIES** : Ms Dolly Masuku, Tel. 012 843 6692
APPLICATIONS : Applications must be emailed to dd.me@dst.gov.za.
- POST 31/83** : **ASSISTANT DIRECTOR: ADMINISTRATION IN THE OFFICE OF THE HEAD: NATIONAL ADVISORY COUNCIL ON INNOVATION**
(12 Months Contract)
- SALARY** : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Secretarial diploma or equivalent qualification. Minimum of 3 years' experience in secretarial or administration functions support to senior management. Knowledge of departmental policies, applicable protocols, Treasury Regulations, the Public Finance Management Act and Public Service Regulations. Good computer skills (MS Word, Excel, PowerPoint, internet and email), good communication skills, strong negotiation skills, project management, organising and administrative skills (including general office administration and document and file management) and events coordination. Must be client focused, results orientated, proactive and diplomatic. Must have excellent interpersonal relations, the ability to work with and in teams, and the ability to multitask.
- DUTIES** : Provide secretarial support services to the Head: National Advisory Council on Innovation. Render office administration and coordination services. Provide logistics and budgetary support. Ensure stakeholder liaison and events coordination. Manage documents and records in the office.
- ENQUIRIES** : Mr Elvis Kgoale, Tel. 012 843 6409
APPLICATIONS : Applications must be emailed to asda.oddg@dst.gov.za
- POST 31/84** : **REGISTRY CLERK (X 2 POSTS)**
- SALARY** : R202 233 per annum
CENTRE : Pretoria
REQUIREMENTS : A grade 12 or equivalent. No experience required. Knowledge of registry duties and practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the public service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of registry work. Planning and organising, and verbal and written communication skills. Computer literacy. Ability to work independently and in a team. Must be flexible and have job knowledge.
- DUTIES** : Provide registry counter services by attending to clients, handling telephonic and other enquiries received, and receiving and registering hand-delivered post/files. Handle incoming and outgoing correspondence, receiving, sorting, registering and dispatching all post. Render an effective filing and record management service by allocating reference numbers, opening and closing files according to the record classification system, filing/storage, tracing (electronically/manually) and retrieving records and files, and completing index cards for all files. Operate office equipment in relation to the registry function, including updating and maintaining the franking machine register, franking mail, recording postage amounts and updating register on a daily basis. Undertake spot checks on post to ensure no private correspondence is included, lock post in postbags for messengers to deliver to the Post Office, provide courier services administration, package parcels/consignments, complete waybills, send emails to service providers for the collection of parcels/consignments, track consignments and file waybills. Process records for archiving and/or disposal, sort and package files for archiving, compile lists of records to be archived and submit to the supervisor.
- ENQUIRIES** : Pulane Selomo, Tel. 012 843 6645
APPLICATIONS : Applications must be emailed to RC@dst.gov.za.