

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 05 May 2025
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department, the dtic website 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. 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. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. 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. 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. 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). the dtic is an equal opportunity affirmative action employer.

MANAGEMENT ECHELON

- POST 13/83** : **CHIEF DIRECTOR: REGULATORY POLICY AND LEGISLATION REF NO: RB-038**
- SALARY CENTRE REQUIREMENTS** : R1 436 022 per annum (Level 14), all-inclusive remuneration package
: Pretoria
: A qualification at NQF level 7, as recognised by SAQA, in Law, Economics, Political Science or related field. A minimum of 5 years' experience at a senior managerial level in a Law, Economics or Political Science environment.
- DUTIES** : Oversee identification, development and review of regulatory policies and legislation. Lead regulatory impact assessments and manage policy development projects. Provide leadership in various laws including consumer, corporate, liquor, lottery and IP laws. Develop strategic direction for policy implementation and oversee stakeholder interactions. Provide policy direction to regulatory bodies and assess legislative effectiveness. Manage and provide guidance on regulatory policy and legislation litigation related matters. Coordinate policy inputs and represent the department in national and international forums. Lead consultations, public hearings, prepare position papers, and manage responses to Parliament. Provide leadership and policy support to various statutory committees such as Specialist Committee on Company Law etc. Oversee legislative drafting processes, manage consultations, and facilitate approvals. Manage financial, human and strategic

		resources of the Chief Directorate. Monitor and report on the implementation of plans and legislative programs.
<u>ENQUIRIES</u>	:	Mr L Mabokela Tel No: (012) 394 1310
<u>POST 13/84</u>	:	<u>DIRECTOR: ACCOMMODATION MANAGEMENT SERVICES REF NO: CMSB-024</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
	:	Pretoria
	:	A qualification at NQF level 7, as recognised by SAQA, in a Facility Management, Engineering or related field. PSIRA Grade A. 5 years of experience at middle/senior management in a Facility Management environment.
<u>DUTIES</u>	:	Develop and implement policies and strategies for effective facilities management. Oversee office space allocation, asset management, building maintenance, and utilities. Manage lease agreements and ensure compliance with legislative requirements, including Public-Private Partnership (PPP) frameworks. Drive cost efficiency in operations while ensuring a conducive working environment. Develop, implement, and monitor security strategy, policies and procedures in line with Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS). Ensure effective access control, surveillance systems, and physical security measures. Conduct security risk assessments, manage emergency response protocols, and coordinate security operations with law enforcement agencies. Ensure a robust personnel vetting and background screening process in collaboration with the State Security Agency (SSA). Oversee risk profiling, security clearance applications. Establish and maintain a compliant OHS framework in line with the Occupational Health and Safety Act. Conduct regular risk assessments, develop, implement and monitor safety strategy, oversee fire safety protocols, and ensure effective emergency preparedness, including evacuation drills and first aid readiness. Promote a safe and healthy workplace through awareness programs and compliance monitoring. Oversee the budget planning, expenditure control, and resource allocation for the Directorate. Provide strategic input into policy development and ensure alignment with organizational goals. Lead and manage a team of professionals to drive efficiency and service excellence.
<u>ENQUIRIES</u>	:	Mr L Mabokela Tel No: (012) 394 1310
<u>POST 13/85</u>	:	<u>DIRECTOR: COMPLIANCE AND ENFORCEMENT (NON-PROLIFERATION) REF NO: TPN&C-064</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
	:	Pretoria
	:	A qualification at NQF level 7, as recognised by SAQA, in Legal, International Politics, Science or related field. Minimum of 5 years at a middle/senior managerial level in Compliance and Enforcement or a regulatory environment in the public/private sector.
<u>DUTIES</u>	:	Implement compliance programmes and ensure alignment with international obligations. Conduct inspections, investigations and support international verification visits. Enforce non-proliferation legislation and manage permit systems. Liaise with industry and enforcement authorities to ensure compliance. Engage with international bodies and represent SA in non-proliferation platforms. Maintain relationships through MOUs, SLAs, and other agreements. Manage financial and human resources and strategic planning for the unit. Ensure effective administrative support to the South African Council for the Non-Proliferation of Weapons of Mass Destruction. Review and benchmark policies and methodologies. Maintain and enhance the online registration and permit system. Ensure cybersecurity compliance through regular assessments.
<u>ENQUIRIES</u>	:	Mr L Mabokela Tel No: (012) 394 1310
<u>POST 13/86</u>	:	<u>DIRECTOR: FORENSIC AUDIT REF NO: ODG-027</u>
<u>SALARY CENTRE</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
	:	Pretoria

- REQUIREMENTS** : A qualification at NQF level 7, as recognised by SAQA, in Forensic Auditing or related field. Minimum of 5 years' experience at middle/senior managerial level in a Forensic Auditing environment.
- DUTIES** : Oversee forensic audit allocations and review draft and final investigation reports. Engage with the forensic panel and coordinate investigations. Review forensic registers and manage case submissions and allocations. Manage feedback to PSC on NACH cases received. Analyse cases received to determine if preliminary assessment is needed or whether it must be allocated to HR, Legal, or the dtic Entities. Ensure reports are supported by evidence and aligned with legislation. Submit finalised reports and present to internal committees and stakeholders. Conduct quality assessments and manage reporting to Forensic In-Committee and Audit Committees. Liaise with clients and stakeholders and manage relationships. Review and analyse budget proposals from forensic panel firms and negotiate savings where possible. Maintain forensic findings register and provide guidance on internal controls. Track implementation of forensic report recommendations. Coordinate self-assessments and contribute to internal audit opinion. Perform secretariat functions for Forensic In-Committee meetings and represent forensics in other key meetings. Present statistics and findings at RMC and Pre-Audit Committee meetings. Prepare consequence management reports for the Ethics Committee. Manage human and financial resources of the unit. Provide strategic input and monitor investigation timelines. Monitor and review cases allocated in-house and review and finalize in-house investigations.
- ENQUIRIES** : Mr L Mabokela Tel No: (012) 394 1310

OTHER POSTS

- POST 13/87** : **ASSISTANT DIRECTOR: CORPORATE SECRETARIAT REF NO: ODG-022**

- SALARY** : R468 459 per annum (Level 09)
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : A qualification at NQF Level 6, as recognized by SAQA, in Law / Governance / Secretariat or related field. Chartered Institute of Secretaries (CIS) certification. 3 to 5 years in providing secretariat functions in the public/private sectors.
- DUTIES** : Coordinate venues, documentation, presenters, and scheduling for Exbo and subcommittee meetings. Draft and circulate agendas, collate and distribute document packs. Provide in-meeting support including attendance registers, disclosures, agenda and presentation management. Take minutes and circulate minutes to members and submit them for approval within required timelines. Conduct annual assessments and reviews of TORs and workplans. Compile self-assessment reports and implement improvements. Maintain contact lists, develop corporate calendars, and manage digital record keeping. Provide extracts of minutes and update SOPs for secretariat processes.
- ENQUIRIES** : Mr L Mabokela Tel No: (012) 394 1310

- POST 13/88** : **INTERNAL AUDITOR: PERFORMANCE AUDIT REF NO: ODG-045**

- SALARY** : R397 116 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : A qualification at NQF Level 6, as recognized by SAQA, in Internal Auditing or Accounting with majors in Auditing or Accounting or related fields. 1–2 years experience in performance auditing in the public/private sector.
- DUTIES** : Prepare engagement documentation and analyse background information. Identify focus areas, audit objectives and compile planning memos. Perform control tests and compile working papers with audit evidence. Raise informal queries and participate in audit fieldwork. Compile draft reports, obtain comments, and follow up on audit findings. Participate in audit steering committees and submit executive summaries. Assess APP planning and evaluate quarterly/annual performance reporting. Submit accurate timesheets and maintain audit files per the dtic standards.
- ENQUIRIES** : Mr L Mabokela Tel No: (012) 394 1310

- POST 13/89** : **INTERNAL AUDITOR: COMPLIANCE AUDIT REF NO: ODG-045**

- SALARY** : R397 116 per annum (Level 08)
- CENTRE** : Pretoria

- REQUIREMENTS** : A qualification at NQF Level 6, as recognized by SAQA, in Internal Auditing with majors in Auditing or Accounting or related fields. 1–2 years experience in compliance, operational, governance and financial auditing in the public/private sector.
- DUTIES** : Prepare planning documentation and analyse background information. Identify focus areas, audit objectives and compile scoping documents. Perform control tests and compile working papers with audit evidence. Raise informal queries and participate in audit fieldwork. Compile draft reports, obtain comments, and follow up on audit findings. Participate in audit steering committees and submit executive summaries. Assess Annual Performance Plan (APP) planning and evaluate quarterly/annual performance reporting against submitted evidence. Submit accurate timesheets, progress reports and maintain audit files per the dtic and Global Internal Audit Standards (GIAS).
- ENQUIRIES** : Mr L Mabokela Tel No: (012) 394 1310