

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** : 06 October 2025
- NOTE** : The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za, and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. 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. 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. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

OTHER POSTS

- POST 34/60** : **DEPUTY DIRECTOR: SKILLS FOR THE ECONOMY REF NO: SID&ET 057**
Overview: The successful candidate will be responsible for the development and management of the design and implementation of skills development policies, strategies and programmes that are aligned with the dtic's sector priorities and mandate.
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF Level 7, as recognized by SAQA, Development Studies, Business Management, Economics, Education Policy, or a related field. 3–5 years managerial experience in the skills development sector, including implementation and evaluation of education/skills programmes and strategies in the public or private sector. Key Requirements: Experience at managerial level in relevant skills development environments. Advanced proficiency in MS Office and project management systems. Demonstrated knowledge of the Skills Development Act, PFMA, National Treasury Regulations, and Public Service Regulations. Experience in the design, implementation and monitoring of skills training programmes, particularly related to industrial sector requirements. Strong leadership, strategic thinking, planning, problem-solving, and stakeholder engagement skills. Excellent communication, report writing and presentation abilities. Willingness to travel and work overtime when required. The successful candidate will need to obtain a Secret-level security clearance due to the strategic and advisory nature of the role.
- DUTIES** : Policy Analysis & Programme Development: Analyse policies, regulation and legislation to develop appropriate policies, strategies and programmes to address specific sector priorities. Conceptualise and communicate internal and external processes to assess specific Sector Skills Plans of specific SETAs and integrate the sector needs of the dtic stakeholders. Benchmarking sector-based policies and programmes against local and international best practice. Stakeholder Management: Represent the unit in relevant forums, task teams on skills development. Identify, set up and manage internal & external stakeholder forums for conceptualization, design & implementation of policies & programmes in specific sector skills areas, Masterplans, SEZs and SETAs. Project Management: Develop, implement and manage programmes in support of youth employment and labour market development. Manage the

development and approval of Workplace Challenge annual business plan, annual targets & annual report. Manage the development and approval of the sectoral Centre of Excellence in the textile & clothing sector annual business plan, strategic planning processes, annual targets and annual report. Manage the conceptualization and design of sector-based programmes/projects in line with sector policies and strategies with internal sector desks, industry stakeholders, SETAs and benchmarked against local and international best practice. Monitoring and Evaluation: Identify and implement monitoring & evaluation requirements. Monitor the implementation of business plan and development of feedback reports on a monthly and quarterly basis (Performance & financial expenditure). Monitor implementation of expert committee and develop inputs on MTEF, audit & the dtic performance processes & reporting. Sub-directorate Management: Manage collation of inputs into the quarterly and annual reports, business plans and targets. Compile reports on skills development programmes and M&E visits. Monitor financial resources and assets of the unit. Manage the human resources of the sub-directorate. Manage the process of reporting on financial and operational risks.

ENQUIRIES : L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 / D Mathavha Tel No: (012) 394 3864 / K Xaluva Tel No: (012) 394 1563

POST 34/61 : **OCCUPATIONAL HEALTH NURSE REF NO: CMSB - 099**
Overview: To deliver comprehensive occupational and primary healthcare services aimed at enhancing employee health, well-being, and productivity within the Department, aligned with international best practices and regulatory compliance.

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Sunnyside, Pretoria
: A qualification at NQF level 6, as recognised by SAQA in Nursing/Occupational Health with a Dispensing License. Registered with the South African Nursing Council (SANC) as a professional nurse. 3 – 5 years' relevant experience in an Occupational Health and Safety environment. Key Requirements: Relevant experience in an Occupational Health Clinic. Knowledge of the Occupational Health and Safety Act (OHSA), 1993 and relevant regulations. Knowledge of Compensation for Occupational Injuries and Diseases Act (COIDA), Mine Health and Safety Act, and Basic Conditions of Employment Act. Ability to assist employers in complying with legal workplace health obligations. Strong ethical and professional standards. Ability to work independently and within a multidisciplinary team. Excellent communication and interpersonal skills. Registration with the Health Professions Council of South Africa (HPCSA) will be an added advantage.

DUTIES : Develop Occupational Health Clinic Management: Establish, implement, and manage the Occupational Health Clinic aligned with relevant legislation and international standards. Design and maintain the clinic infrastructure, ensuring compliance with occupational health and safety regulations. Perform annual audits to maintain accreditation and operational effectiveness. Develop protocols for confidential record management and patient care. Coordinate the temporary recruitment of additional healthcare professionals to supplement the clinic service. Primary Health Care Programme Management: Provide medical diagnosis, treatment, follow-up and referral for primary health conditions. Develop and manage specialised services including Family Planning and Chronic Disease Management. Maintain accurate medical records and monitor health trends to inform strategic health interventions. Occupational Health Care Programme Management: Diagnose, treat, and manage workplace-related injuries and illnesses. Coordinate timely referrals to medical specialists. Respond effectively to medical emergencies in the workplace. Maintain accurate and timely records of occupational injuries and illnesses for statutory compliance. Health Promotion and Prevention: Develop and implement health education initiatives, including newsletters, presentations, and workshops on health and wellness topics. Promote awareness and participation in national and international health campaigns. Establish and maintain collaborative relationships with external health service providers and stakeholders. Reporting and Administration: Maintain detailed patient files and manage clinic records. Compile monthly, quarterly, and annual reports on clinic activities, utilisation, and health trends. Ensure accurate inventory management and

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| | | procure necessary medical supplies and equipment. Oversee stocktaking activities and manage the procurement of clinic medicine and equipment. |
| <u>ENQUIRIES</u> | : | Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 |
| <u>POST 34/62</u> | : | <u>ASSISTANT DIRECTOR: FINANCIAL STATEMENTS REF NO: ODG-233</u> Overview: To provide support to the Office of the Chief Financial Officer in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations regarding financial reporting. |
| <u>SALARY</u> | : | R468 459 per annum (Level 09) |
| <u>CENTRE</u> | : | Sunnyside, Pretoria |
| <u>REQUIREMENTS</u> | : | A qualification at NQF level 7 in Financial Management or a Finance-related field in accounting as recognised by SAQA. 3–5 years' experience in Financial Management, of which 2 years must be in the compilation of financial statements. Key Requirements: Thorough understanding of the PFMA, Treasury Regulations, MCS and AMD. Experience in the preparation and review of monthly, quarterly, and annual financial statements. Ability to coordinate internal and external audit activities and respond to audit queries. Experience in reviewing general ledger accounts, suspense and clearing accounts, and financial statement working papers. Ability to interpret the trial balance and identify misallocations and control weaknesses. Strong planning and organisational skills, and attention to detail. Excellent report writing, communication and analytical skills. Proficiency in Microsoft Office packages, especially Excel, Word, and PowerPoint. Experience engaging with stakeholders including National Treasury and Auditor-General. |
| <u>DUTIES</u> | : | Financial Reporting: Generate project plans for monthly, quarterly, and annual financial statements in line with MCS and AMD. Interpret amendments to MCS/AMD and ensure compliance in financial reporting. Verify the compiled financial statements against inputs received from various stakeholders for accuracy, completeness and compliance. Coordinate the planning, preparation, verification and submission of financial statements and trial balance to relevant authorities. Review draft reports, prepare commentaries on financial statements to management to assist with informed decisions and implementation thereof, and verify compliant working papers. Facilitate and review of the Annual Report. Submission of interim and annual financial statements to National Treasury and or Auditor General. Internal and External Audit Procedures: Assist with internal and external auditors during audits and address audit queries. Provide verified supporting documentation and implement resolutions from audit findings and audit requests, for both internal and external auditors. Arrange ad-hoc meetings where applicable. Review of Financial Statements (Internal Control): Review general ledger accounts, working papers, and supporting schedules. Identify control deficiencies through review processes, prepare memos, and follow up on corrective actions. Perform lease and revenue reviews and ensure the completeness of reporting registers business plans and reports. Contribute to risk reporting and mitigation planning Assist in managing the human resources of the sub-sub-directorate. Review monthly, quarterly and annual financial statements for compliance and accuracy against verified working papers. Financial Statement Forums and Meetings: Participate in and implement resolutions from forums and meetings convened by National Treasury. Resolve issues related to financial reporting through consultation and collaboration. Stakeholder Management: Communicate financial reporting requirements and policy updates to stakeholders. Engage with external bodies such as National Treasury and Auditor-General as required. |
| <u>ENQUIRIES</u> | : | Ms K Xaluva, Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809 |