

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	02 March 2026
<u>NOTE</u>	:	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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel for Senior Management Services (SMS) positions 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 on SMS level 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 on SMS level 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. 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.

MANAGEMENT ECHELON

<u>POST 05/312</u>	:	<u>SPECIALIST: MICRO ECONOMIC POLICY REF NO: ERCB-036</u> Overview: To evaluate and develop micro-economic policy options to promote decent work outcomes.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package) Sunnyside, Pretoria A qualification at NQF level 7 as recognised by the SAQA in Statistics, Computer Science, Economics, Econometrics or relevant qualification. 5 years' experience at a senior managerial level in Economic analysis in private and public environment. Key Requirements: Proven experience in economic policy formulation, including developing policy strategies and programmes. Strong analytical skills, including experience with economic and social indicator analysis and economic modelling. Experience using statistical and modelling packages and ability to compile and analyse large datasets. Experience conducting applied research and producing high-quality technical reports and policy briefs. Experience coordinating and implementing policy programmes and managing project timelines. Stakeholder engagement experience with government departments, research institutions and private sector partners. Experience managing staff, including supervision, training and performance management. Budget or financial management experience for programme-level budgets. Excellent written and verbal communication skills, including presentation and report-writing evidence.
<u>DUTIES</u>	:	Develop comprehensive economic policy strategies, economic development programmes and advise decision makers: Review and develop policy strategies and economic development programmes. Advise the department on policy development and consultative processes. Monitor international policy

developments and perform benchmarking. Coordinate and facilitate the execution of short, medium- and long-term policy strategies and programmes: Improve coordination and implementation of strategies and programmes. Develop sub-programmes and partnership agreements to support implementation. Facilitate availability of information and provide guidance for implementation. Formulate and advise on economic policy and development: Prepare proposals and evidence-based policy advice. Provide timely economic intelligence to support decision-making. Maintain relationships with other government departments in the economic cluster. Conduct research and provide analysis on economic and social indicators, policy outcomes and impacts: Design and conduct high-quality economic and social research and analysis. Organise and present research seminars and knowledge-sharing sessions. Establish and maintain partnerships with research and academic institutions. Stakeholder Management: Build and maintain relationships with key stakeholders including government, research and private sector. Coordinate consultations and ensure stakeholder inputs align with policy objectives. Facilitate collaboration and knowledge sharing on microeconomic policy initiatives. Chief Directorate Management: Manage financial resources and assets of the unit. Oversee staff supervision, training and development. Lead strategic planning and execution of the unit operational plan. Represent the Branch on relevant committees and identify critical HR competencies.

ENQUIRIES : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe, Tel No: (012) 394 3103
NOTE : In terms of the dtic's EE requirements, preference will be given to Coloured females, White males and people with disabilities.

POST 05/313 : **CHIEF DIRECTOR CAPITAL EQUIPMENT AND METALS REF NO: IC&G 109**
 Overview: To lead and manage the development and implementation of policies, strategies and programmes for downstream metals fabrication.

SALARY : R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
CENTRE : Sunnyside, Pretoria
REQUIREMENT : A qualification at NQF level 7 as recognised by the SAQA in Economics/relevant engineering. 5 years' experience at a senior managerial level in Economics / relevant Engineering in public /private sector. Key Requirements: Proven senior managerial experience in economics, industrial policy or relevant engineering fields. Experience in strategic planning and development of sector strategies and action plans. Track record in overseeing research programmes and applying research to policy formulation. Experience in monitoring and evaluation of sector programmes and interventions. Programme/project management experience with deliverables monitoring and third-party contract governance Stakeholder engagement experience with industry associations, SOEs, government departments and organised business/labour. Financial management experience including budget monitoring and oversight of programme expenditure (large budgets). People management experience including supervision, staff development and performance management. Experience in developing and implementing industrial interventions for sector growth and competitiveness. Strong analytical and problem-solving skills with ability to synthesize complex sector data and evidence. Excellent written and verbal communication skills, including preparing strategic briefs, presentations and reports. Knowledge of Industrial Policy Action Plan (IPAP), PFMA, public sector governance and related legislation. Willingness and ability to travel domestically and internationally.

DUTIES : Strategy and Planning: Oversee strategic planning for the Chief Directorate and develop sector strategies and action plans aligned to IPAP. Ensure effective internal administration including business plans, records, HR and finance. Establish performance criteria and service standards for the Chief Directorate. Research and Analysis: Develop and prioritise the research agenda for the Chief Directorate. Oversee research to identify growth areas and inform sector policy. Consolidate research findings to formulate or review sectoral policies, procedures and strategies. Monitoring and Evaluation: Lead reviews of policy and implementation mechanisms to improve efficiency of sector interventions. Monitor and guide programme implementation and ensure alignment of third-party contracts with objectives. Oversee governance of contracts and monitor implementation of third-party programmes. Implementation of Interventions: Drive timely implementation of strategies and action plans and propose implementation mechanisms to DDG. Identify and unlock challenges during implementation and escalate key matters when necessary. Ensure interventions are executed to achieve targeted sector outcomes. Stakeholder Management: Identify and engage key stakeholders

		during development and implementation of sector strategies. Oversee policy advocacy, liaison and networking with stakeholders to promote sector growth. Ensure implementation of decisions taken in stakeholder engagements and represent the Chief Directorate in relevant forums. Chief Directorate Management: Oversee financial resources and assets of the Chief Directorate and contribute to budget planning. Manage human resources including supervision, training and development of staff. Oversee strategic planning and execution of the operational plan and reporting against business plans.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
<u>NOTE</u>	:	In terms of the dtic's EE requirements, preference will be given to African females and males and people with disabilities.
<u>POST 05/314</u>	:	<u>CHIEF DIRECTOR: CONSUMER AND CORPORATE REGULATION REF NO: CCRB-004</u> Overview: To provide strategic and operational support to the Deputy Director-General: Regulation with regard to the implementation of organisational strategies to ensure effective and efficient operations of the dtic and management of its entities.
<u>SALARY</u>	:	R1 494 900 per annum (Level 14), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by the SAQA in qualification at NQF level 7 as recognised by the SAQA in Economics, Finance, Business Administration or Public Management. 5 years relevant senior managerial experience in the private sector or government. key requirements: Demonstrable senior managerial experience in strategic and operational planning. Proven experience in developing and implementing strategic and operational business plans and budgets. Experience in stakeholder engagement with government, industry and international partners. Track record in monitoring, evaluation and performance reporting. Financial and budget management experience. Experience managing contracts, tenders and vendor relationships. People management experience, including staff development, performance management and disciplinary processes. Experience providing strategic support to senior management. Project and programme management experience, including special projects and entity oversight. Knowledge of Public Service Act, Public Service Regulations, PFMA, Treasury Regulations and other applicable legislation (e.g., POPIA). Strong analytical, research, presentation and written communication skills.
<u>DUTIES</u>	:	Strategy & Planning: Develop, review and ensure alignment of Branch strategic and operational plans with departmental and government priorities. Lead preparation of inputs to the Medium Term Expenditure Framework (MTEF), performance plans, HR plans and SDIP Coordinate strategic planning events and ensure measurable objectives and performance indicators are set and monitored. Stakeholder Management: Establish and maintain strategic partnerships with local and international institutions and key stakeholders (business, labour, government, parliament). Manage communication of Branch work to stakeholders and media and coordinate responses to stakeholder queries. Coordinate regional and international capacity building, information sharing and participation (e.g., WIPO, SADC). Monitoring, Evaluation & Reporting: Monitor branch performance against business and project plans and introduce corrective measures where necessary. Prepare and oversee reporting to Parliament, the Executive and other stakeholders (monthly, quarterly, annual). Manage branch performance review sessions and develop monitoring systems for continuous improvement. Operational Management: Oversee planning and allocation of human and financial resources for the Branch. Ensure effective internal administration, asset and creditor management, and compliance with audit requirements. Manage labour relations, performance agreements and implementation of Batho Pele within the Branch. Strategic & Operational Support to Senior Management: Provide high-quality briefs, background papers and data analysis to support the DDG and Chief Directors. Advise on organisational, operational and financial planning and represent the Branch at executive forums. Coordinate responses to parliamentary questions, cabinet memoranda and other high-level requests. Facilitation & Entity Oversight: Coordinate relationships and oversight for entities reporting to the Branch, including budget transfers and governance matters. Manage coordination of entity-related queries, board matters and special projects (e.g., policy councils and committees). Support appointment processes and facilitate stakeholder consultation frameworks for entities.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103

<u>NOTE</u>	:	In terms of the dtic's EE requirements, preference will be given to African males, Coloured females, White males and people with disabilities.
<u>POST 05/315</u>	:	<u>DIRECTOR: EXPORT PROMOTION – AFRICA & MIDDLE EAST REF NO: EDP&OIB 136</u> Overview: To oversee and coordinate export promotion and marketing initiatives and programmes in order to grow and diversify South Africa's exports.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 714 per annum (Level 13), (all-inclusive remuneration package)
	:	Sunnyside, Pretoria
	:	A qualification at NQF level 7 as recognised by SAQA in Business Management, Economics, Marketing or relevant qualifications. 5 years of experience at a middle/senior managerial level in an Export Promotion environment Key Requirements: Proven senior-level experience in export promotion, international marketing or trade development. Experience leading strategic export promotion initiatives and managing programmes. Experience compiling, analysing and synthesising market intelligence and export data. Track record in developing and implementing country/regional export promotion strategies. Experience managing inward/outward trade missions, national pavilions and technical missions. Stakeholder management experience with government departments, export councils, industry associations and private sector partners. Programme and project management experience, including recruitment of exporters for export initiatives. Financial and budget management experience (managing programme budgets and procurement processes). People management experience, including supervision of senior staff and performance management. Excellent report writing, presentation and communication skills; ability to prepare briefs for senior managers and ministers. Proficiency in Microsoft Office and CRM/Project tracking systems.
<u>DUTIES</u>	:	Strategic Management and Policy Implementation: Lead compilation, analysis and synthesis of market information and intelligence to develop country/regional export promotion strategies aligned to Trade Policy priorities. Lead development, implementation and update of regional and country promotion strategies to increase and deepen South Africa's exports. Monitor and evaluate implementation of export promotion strategies and contribute to the Chief Directorate's operational plan. Knowledge Management and Market Intelligence: Manage collaboration with researchers and regional teams to develop information repositories and databases of importers and exporters. Provide information on sector export capacity and update export opportunity/product matrices for countries in the region. Develop and maintain briefing documents, presentations and reporting related to export promotion and aftercare services. Innovation in Delivery of Export Promotion Initiatives: Develop strategic export promotion initiatives (e.g., export bridges, export champions, processing zone projects). Manage establishment of client reception and interface facilities and development of information products (including digital formats). Monitor and evaluate new export promotion initiatives. Programme and Project Management: Manage the implementation of generic export promotion initiatives: inward buying missions, outward selling missions, technical missions and national pavilions. Facilitate ad-hoc and flagship projects and strategic coordination of business forums for incoming/outgoing state visits. Recruit and manage companies for participation in the dtic's strategic export promotion initiatives and manage country branding/profiling activities. Stakeholder Management: Facilitate participation of export partners (provincial, metro, municipal), export councils and industry associations in export promotion projects. Lead cooperation with other government departments, foreign missions, and international agencies to support export initiatives. Manage collaborations with entities (SEDA, COTIIS, Export Councils) to identify companies for export promotion initiatives. Directorate Management: Manage financial resources and assets of the unit (budget holder responsibility). Manage human resources of the unit including staff development, supervision and performance management. Lead strategic planning and execution of the unit operational plan.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
<u>NOTE</u>	:	In terms of the dtic's EE requirements, preference will be given to African females, Coloured females and people with disabilities.

OTHER POSTS

<u>POST 05/316</u>	:	<u>DEPUTY DIRECTOR: EXPORT PROMOTION – EUROPE REF NO: EDP&OIB-091</u>
		Overview: To coordinate and implement export promotion and market access initiatives for Europe in line with the National Export Strategy to grow, diversify and sustain South African exports.
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA in Economics, Business Management, Marketing Management, International Business/Trade or relevant qualification. 3-5 years managerial experience in export promotion or trade in a public or private environment. Key Requirements: Managerial experience in export promotion, international marketing or trade development. Proven experience coordinating and implementing trade promotion initiatives. Experience compiling and analysing market intelligence, opportunity analyses and sector briefs. Experience managing exporter recruitment and aftercare services. Stakeholder management experience with diplomatic missions, export councils, provincial agencies and industry bodies. Programme and project management experience. Experience developing or contributing to regional export strategies and policy inputs. Financial/budget monitoring experience for programme-level budgets. People management experience, including supervision and performance management. Strong written and verbal communication skills, including report and brief preparation. Computer literacy (Microsoft Office) and experience with databases/CRM or information systems. Knowledge of EU trade frameworks, market access issues and the geopolitical climate in the region.
<u>DUTIES</u>	:	Regional Export Strategy & Policy Support: Assist in developing and updating regional export promotion strategies aligned to national trade policy and departmental priorities. Conduct analysis on market trends, trade barriers and competitiveness to inform strategy and policy adjustments. Provide evidence-based inputs for sector prioritisation and regional market entry plans. Prepare strategic briefs, recommendations and technical inputs for strategic planning processes. Export Promotion and Market Access: Coordinate and implement trade promotion initiatives such as outward selling missions, inward buying missions and exhibitions. Facilitate market entry support by providing regulatory information and sector opportunities to exporters. Address and escalate market access challenges in collaboration with agencies and foreign missions. Manage recruitment and preparation of export-ready companies for participation in promotion programmes. Market Intelligence & Data Management: Collect and analyse data on market trends, sector demand and regulatory developments in the region. Produce market intelligence reports, sector briefs and opportunity analyses. Maintain and update trade intelligence databases, dashboards and information systems. Provide analytical inputs to inform programme design and market prioritisation. Stakeholder Management and Aftercare Support: Build and maintain partnerships with exporters, export councils, provincial agencies and industry bodies. Collaborate with diplomatic missions and international partners to facilitate market access and resolve trade constraints. Provide tailored aftercare services and coordinate referrals to development programmes and financiers. Track exporter performance and escalate unresolved strategic issues to management. Monitoring & Evaluation and Reporting: Develop and implement M&E tools and indicators to track programme performance and export outcomes. Conduct periodic performance reviews and extract lessons learned to improve initiatives. Produce timely and analytical progress reports (monthly, quarterly and annual) to support decision-making. Verify and consolidate data from teams, missions and programme partners for planning and reporting. Sub-Directorate Management: Manage human, financial and other resources allocated to the sub directorate. Provide inputs into the operational plan and collate inputs for quarterly and annual reports. Monitor the sub-directorate budget and performance targets. Supervise staff, support development and ensure performance management processes are implemented.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
<u>NOTE</u>	:	In terms of the dtic's EE requirements, preference will be given to African males, Coloured females White males

<u>POST 05/317</u>	:	<u>DEPUTY DIRECTOR: METROLOGY AND STANDARDS REF NO: IC&G 087</u> Overview: To develop, support and advise on Technical Infrastructure processes, policies and programmes as it specifically relates to Accreditation, Compulsory Specifications and Building Regulations.
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 7 in Economics / Public Administration /Engineering/Science or relevant qualifications. 3-5 years managerial experience in the Technical Infrastructure Environment. Key Requirements: Proven experience developing and reviewing policies and procedures related to accreditation, compulsory specifications or building regulations. Experience liaising with technical infrastructure entities (e.g., SABS, NMISA) and other government departments. Experience engaging in international technical infrastructure fora (e.g., WTO TBT Committee, ILAC, IAF) or equivalent. Strong research and analytical skills, including technical analysis of standards and regulatory frameworks. Experience in monitoring and evaluating policy implementation and preparing impact reports. Programme and project management experience, including development of action plans and monitoring implementation. Stakeholder management and consultation experience with industry associations, provinces/municipalities and international partners. Report writing and presentation skills with evidence of producing technical briefings and progress reports. Experience managing budgets and reporting on financial and operational risk. Supervisory experience and people management, including staff development and performance management. Computer literacy (MS Office) and project/financial management training evidenced on CV. Knowledge of the Standards Act, Metrology Act and Legal Metrology Act and relevant public sector governance frameworks (PFMA, Public Service Regulations).
<u>DUTIES</u>	:	Develop and review strategies, policies and procedures: Develop and review technical infrastructure policies on accreditation, compulsory specifications and building regulations for SA, SADC, AfCFTA and international fora. Provide inputs into Industrial Policy processes and Key Action Programmes and support implementation of the Standards Act, Metrology Act and Legal Metrology Act. Guide Technical Infrastructure entities (e.g., SABS, NMISA) to align activities with departmental strategic plans. Stakeholder Management: Liaise, consult and network with relevant agencies, government departments, industry and technical infrastructure entities. Maintain stakeholder databases and participate in departmental and interdepartmental forums to address technical infrastructure challenges. Build and maintain relations with provincial/municipal stakeholders, organised business and labour. Research and Analysis: Conduct technical research and analysis on metrology, standards and legal metrology issues and recommend appropriate policy interventions. Analyse competitiveness issues and develop evidence-based interventions for manufacturing and value added sectors. Monitoring and Evaluation: Benchmark policies and methodologies against international best practice and conduct annual reviews of intervention impacts. Prepare monitoring and evaluation reports on technical infrastructure programmes and interventions. Sub-Directorate Management: Prepare responses to enquiries and compile monthly progress reports on projects, timelines and budgets. Provide inputs to divisional budgets, Adjustment Estimates and MTEF proposals for technical infrastructure entities. Ensure effective internal administration of the sub-directorate and contribute to annual business plans and targets.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
<u>NOTE</u>	:	In terms of the dtic's EE requirements, preference will be given to, Coloured males and White males.
<u>POST 05/318</u>	:	<u>DEPUTY DIRECTOR: VETTING REF NO: CMSB – 025</u> Overview: To manage the execution of vetting fieldwork investigations within the Department.
<u>SALARY</u>	:	R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Social Science or relevant and mandatory Security Vetting Course presented by SSA or Defence Intelligence. 3- 5 years managerial experience in vetting investigations in public or private sector environment. Key Requirements: Proven experience managing vetting or personnel security investigations (including fieldwork). Experience developing

or implementing vetting policies, guidelines, norms and standards. Demonstrable vetting and investigative skills, including case/file management and quality control. Experience coordinating with external security agencies (State Security Agency, SAPS) and internal stakeholders. Experience conducting security screening of service providers and contractors. Ability to compile, analyse and present vetting reports and recommendations for management and external agencies. Project and file management experience, including participation in task teams and research initiatives. Experience identifying skills development needs and providing training or supervision to vetting staff. People management experience including staff supervision, training and performance management. Financial monitoring experience (travel/subsistence budgets) and basic asset oversight. Computer literacy (MS Office Package) and experience maintaining registers/databases. Strong written and verbal communication, report writing and presentation skills. Ability to interpret and apply relevant legislation and personnel security prescripts (e.g., MISS, National Strategic Intelligence Act).

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: Manage execution of vetting fieldwork investigations: Establish, develop and maintain systems and processes to ensure compliance with legislation, prescripts, policies and personnel security requirements. Provide and manage security vetting capacity in accordance with the National Vetting Legislation Framework. Manage and coordinate the execution of security vetting practices in consultation with the State Security Agency (SSA). Manage supportive administrative systems, channels and infrastructure to comply with vetting requirements. Develop, manage and implement policies, guidelines, norms and standards: Develop departmental vetting policies, guidelines, norms and standards and assist with implementation and maintenance. Coordinate and prioritise vetting files and monitor progress of existing vetting files within the department. Establish and manage screening processes for companies and service providers as part of procurement processes. Submit regular reports to management and the SSA on vetting files and outcomes. Advise management on personnel suitability for appointment or continued employment in line with Personnel Suitability Checks (PSC) guidelines. Identify and manage screening of personnel considered high security risk. Manage projects, research and files: Participate in project and task teams related to vetting and security matters. Conduct vetting and security-related research and development to support practices and policies. Implement and manage processes within the department, including quality control and efficient workflow of vetting officers' work. Provide guidance, training and identify skills development needs for vetting staff. Provide advice on interpretation and application of relevant legislation, policies and procedures. Sub-directorate management: Manage collation of input into quarterly and annual reports, business plans and targets. Monitor financial resources (e.g., subsistence and travel) and assets of the unit. Manage human resources of the sub-directorate, including supervision and development of staff. Manage reporting on financial and operational risk related to vetting activities

ENQUIRIES NOTE

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
: In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 05/319

: **DEPUTY DIRECTOR: SECURITY SERVICES REF NO: CMSB-027**
Overview: To manage the execution of physical security in the Department and to provide professional advice and direction regarding safety and security in the dtic. The role exists to ensure execution of the Minimum Physical Security Standards (MPSS) requirements

SALARY CENTRE REQUIREMENTS

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: Proven experience managing physical security systems, access control, CCTV, alarms and electronic security. Experience managing contracts with security service providers and concessionaire arrangements. Experience conducting security risk assessments, TSCM (technical surveillance counter-measures) oversight and incident investigations. Experience in event security planning and compliance with SASREA and SAPS event requirements. Experience developing and implementing physical security strategies, policies, SOPs and MPSS-aligned standards. Experience maintaining asset registers for security equipment and managing lifecycle replacements. Experience in preparing security reports, analytics on incidents/alarms and presenting findings to senior management. Stakeholder management experience with SAPS, SSA, DIRCO, metro police, and other external authorities. Experience supervising security teams and managing training, performance and PSIRA

DUTIES

compliance for security staff and contractors. Knowledge of relevant legislation and frameworks (MPSS, MISS, PFMA, Public Service Regulations, PSIRA, Occupational Health & Safety, Firearms Control, SASREA Control of Access to Public Premises and Vehicles Act, 1985 (Act No. 53 of 1985) along with Government Notice 2142 of 6 October 1989, Criminal Procedure Act (51 of 1977), Disaster Management Act, Trespass Act, 1959 (Act No. 6 of 1959)

: Manage Physical Security & Safety of the dtic and its campus/ regional offices: Manage implementation of comprehensive physical security systems to protect staff, premises and assets. Analyse alarms, incident registers and operational data; plan and direct installation and maintenance of electronic security systems (CCTV, access control, X-ray, radios). Manage concessionaire security companies and ensure adequate guarding capabilities across campuses and regional offices. Oversee fire drills, emergency procedures and incident response (including lockdowns); conduct investigations into breaches and report criminal matters to SAPS where required. Ensure licences for registerable equipment (e.g., X-ray machines, radio equipment) are in place and asset registers are maintained. Perform security breach / incident investigations. Develop & Implement Policies, Norms & Standards: Conduct threat / risk assessments and develop appropriate mitigation strategies. Develop and manage departmental physical security policies, guidelines, norms and SOPs aligned to MPSS and legislative requirements. Maintain and update the physical security risk register; coordinate SAPS/SSA audits and ensure resolution of audit findings. Oversee TSCM exercises and manage removal/reporting of illicit surveillance; provide security awareness training and staff induction on security policies. Provide Security Services for Events: Coordinate event security for ministerial and departmental events in compliance with SASREA and SAPS event categorisation. Provide event security guidance and ensure operational requirements are met by venues, organisers and security providers. Stakeholder Management: Build and maintain relationships with SAPS, SSA, DIRCO, metro police, event organisers and other stakeholders to enhance campus and regional security. Support the Security Manager's Committee and liaise with external authorities on security matters. Reporting & Analysis: Compile monthly and quarterly reports on activities, security assessments, incidents and rectification plans. Collate analytics on alarms, breaches and crime trends to develop response plans and lessons learned reports. Prepare close-out reports for events and contribute to management reporting on thefts, losses and security breaches. Sub-Directorate Management: Monitor financial resources and assets of the unit, including oversight of guarding contracts and procurement of security equipment and services. Manage human resources of the sub-directorate, supervise staff, ensure PSIRA registration where applicable and implement performance management processes. Provide inputs into strategic and operational planning and ensure compliance with procurement and governance requirements.

ENQUIRIES NOTE

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
: In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 05/320

: **DEPUTY DIRECTOR: APPLICATION DEVELOPMENT & SUPPORT- REF NO: CMSB – 130**

Overview: To design, build, test, maintain and support software solutions that meet the dtic needs.

SALARY CENTRE REQUIREMENTS

: R896 463 per annum (Level 11), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF Level 7 in Computer Science, Informatics or relevant qualification. 3-5 years relevant managerial experience in the ICT industry in public and private environment. Key Requirements: Experience analysing application requirements and translating them into technical specifications. Hands-on software development experience (e.g., .NET, C#, ASP, Microsoft Visual Studio). Experience with SQL databases and application integration. Experience implementing CI/CD and Azure DevOps or equivalent deployment pipelines. Experience performing unit testing, quality assurance and performance tuning of applications. Experience configuring and deploying commercial off-the-shelf and custom software solutions. Experience providing 2nd/3rd line technical support and managing change requests. Experience managing system upgrades, enhancements and lifecycle maintenance. Experience conducting impact assessments, release management and change control. Experience overseeing data/system conversions and software component management. Programme/project management experience,

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including tracking and reporting on change status. Experience monitoring system security, auditability and availability. Experience managing financial resources and monitoring expenditure for ICT projects. Proven stakeholder engagement skills with internal business units and external entities. Demonstrable technical proficiency with Microsoft platforms, operating systems and system administration.

- : Develop Application Solutions: Provide input into software development standards and procedures. Analyse application requirements from stakeholders and translate into specifications. Develop application software according to standards and perform unit testing. Implement system integrations with dtic entities and other public entities. Configure and deploy acquired software solutions with appropriate controls and security. Maintain and Support Application Solutions: Maintain system functionality throughout the lifecycle, ensuring compliance with governance frameworks. Provide technical support, troubleshoot issues and manage change requests. Implement enhancements and upgrades to existing systems and ensure auditability. Monitor system performance, conduct diagnostics and perform performance tuning. Deploy and Release System Changes: Conduct impact assessments on system changes and implement all system changes. Track and report on change status and conduct change closure and documentation. Manage release schedules and co-ordinate deployments with stakeholders. Certify and Deploy Modified External Solutions: Validate operational environments and oversee system installation. Oversee data and system conversions and perform unit testing on software changes. Manage control and distribution of software components and ensure operational readiness. Sub Directorate Management: Provide inputs into strategic planning and execution of the operational plan. Develop implementation plans and facilitate knowledge transfer to business/support staff. Manage financial resources, assets and ensure adherence to budget controls. Supervise, coach and develop team members and manage performance processes.

**ENQUIRIES
NOTE**

- : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
: In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 05/321

- : **DEPUTY DIRECTOR: RISK & COMPLIANCE REF NO: CMSB – 170**
Overview: To provide and manage the dtic's ICT risk management processes.

**SALARY
CENTRE
REQUIREMENTS**

- : R896 463 per annum (Level 11), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF Level 7 in Computer Science / Informatics or relevant qualifications. 3-5 years relevant managerial experience in the ICT industry in public and private environment. Requirements: Experience developing and implementing IT governance frameworks, policies and implementation plans. Experience in ICT service continuity and disaster recovery planning and testing. Experience identifying and managing compliance with external legal, regulatory and industry standards. Experience preparing for and managing internal and external ICT audits and maintaining audit registers. Experience managing ICT change processes, impact assessments and emergency changes. Experience conducting IT risk assessments and developing/implementing risk mitigation strategies. Experience coordinating integrated reporting, including monthly, quarterly and annual ICT reports. Programme/project management experience, including monitoring implementation of plans and actions. Financial management experience including monitoring expenditure and asset management. People management experience including supervision, training and performance management. Stakeholder engagement experience with internal business units, ICT suppliers and other government departments. Technical knowledge of Microsoft platforms, operating systems, network and server operations, databases and information security. Knowledge of corporate governance, risk, fraud prevention & control and relevant legislation (PFMA, Treasury Regulations). Strong written and verbal communication skills, analytical thinking and presentation skills.

DUTIES

- : ICT Governance Framework: Develop IT governance frameworks and policies and produce implementation plans. Conduct annual assessments on implementation progress and review ICT policies, procedures and controls. Monitor the functioning of governance committees such as ICT Steering Committee and Change Control Board. ICT Service Continuity: Develop and maintain the ICT Service Continuity Management Plan aligned to the Business Continuity Plan. Coordinate Disaster Recovery / ITSCM testing and report on outcomes. Identify gaps in continuity processes and provide training and

awareness. Compliance with Internal and External Requirements: Identify applicable external legal, regulatory and industry requirements and monitor departmental compliance. Manage and prepare for internal and external audits and maintain the audit register. Promote a culture of ethical conduct and monitor corrective action on audit findings. ICT Change Management: Manage ICT system changes ensuring alignment with governance, risk and compliance requirements. Implement change management procedures, conduct impact assessments and manage emergency changes. ICT Risk Management: Conduct regular IT risk assessments to identify and analyse potential threats and maintain the IT risk register. Monitor emerging IT risks and develop and implement mitigation strategies. Monitor effectiveness of risk mitigation measures and report on progress. Integrated Reporting: Coordinate inputs into monthly, ICT Steering Committee, quarterly and annual reports. Produce reports on Disaster Recovery/ITSCM testing and report on progress addressing audit findings and risks. Report regularly on ICT changes implemented. Sub-directorate Management. Provide inputs into strategic planning and operational plans and implement sub-unit plans. Facilitate knowledge transfer, manage financial resources and assets of the unit. Supervise and develop staff and ensure performance management processes are completed

**ENQUIRIES
NOTE**

: Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
: In terms of the dtic's EE requirements, preference will be given to African males, Coloured females and White males.

POST 05/322

: **ASSISTANT DIRECTOR: INVESTMENT FACILITATION REF NO: IIAF&A-055**

Overview: To provide investment facilitation services and ensure policy compliance which promote domestic and foreign investment.

**SALARY
CENTRE
REQUIREMENTS**

: R582 444 per annum (Level 10), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7 in Business Management / Investment Promotion / Accounting / Business Administration / Public Administration or relevant qualification. 3-5 years investment experience in either the private or public sector environment Key Requirements: Knowledge of South African immigration legislation, including business visa processes in terms of the dtic's responsibilities. Experience conducting compliance site visits and verifying operational compliance. Ability to assess employment creation and economic impact from company data. Experience in investor aftercare and stakeholder management. Strong customer-service orientation and ability to manage enquiries and resolve issues. Experience compiling reports, evidence-based submissions, and maintaining electronic records. Strong analytical, project, and time-management skills, including fraud and eligibility assessments. Proficiency in Microsoft Word, Excel, and database systems.

DUTIES

: Investment Facilitation, Compliance & Aftercare: Provide management and guidance to applicants on immigration and legal compliance for investment-related visas. Conduct basic research to confirm eligibility and reduce risks from incomplete or fraudulent submissions. Provide preliminary recommendations for business and corporate visa applications in line with legislation and policy. Facilitate compliance for inward missions and investment events and provide aftercare support for extensions and Permanent Residency applications. Site Visits & Verification of Compliance: Coordinate and conduct business compliance site visits and maintain ongoing engagement with investors. Assess operations against compliance requirements, monitor employment creation and localisation, and compile findings into reports. Integrate site-visit findings into submissions to Department of Home Affairs where required. Customer & Stakeholder Management: Provide guidance to investors on regulatory requirements for establishing businesses in South Africa. Engage and maintain relations with stakeholders across public and private sectors, embassies, chambers and industry associations. Manage client expectations, resolve enquiries and escalate complex cases for timely intervention. Gather and analyse applicant feedback to enhance service delivery and support evidence-based policy amendments. Promotion of Policy Compliance: Promote policy compliance through information sharing and proposing practical resolutions to challenges. Develop checklists, templates or guides to promote consistency and effectiveness in compliance processes. Unit Management: Coordinate accurate record keeping in central systems and collate inputs for monthly, quarterly and annual reports. Report on financial and operational risk and provide inputs for mitigation measures. Manage human resources of the Unit including supervision, training and development.

ENQUIRIES
NOTE

- : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103
- : In terms of the dtic's EE requirements, preference will be given to African males, Coloured males, White males and people with disabilities.