

## DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

<b><u>APPLICATIONS</u></b>	:	can be submitted: Via e-mail to <a href="mailto:applications@thedtic.gov.za">applications@thedtic.gov.za</a> (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.
<b><u>CLOSING DATE</u></b>	:	09 March 2026
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za">www.gov.za</a> , 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entry-programme">https://www.thensg.gov.za/training-course/sms-pre-entry-programme</a> . 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.

## OTHER POSTS

<b><u>POST 06/66</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY SERVICES REF NO: CMSB-027</u></b> 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
<b><u>SALARY</u></b>	:	R896 436 per annum (Level 11), (all-inclusive remuneration package)
<b><u>CENTRE</u></b>	:	Sunnyside, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 7 as recognized by SAQA in Security Management / Physical Security & Risk Management and registered with Private Security Industry Regulator Authority (PSIRA) (Grade A). 3-5 years managerial experience in security services in private /public services environment Requirements: 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

## **DUTIES**

management experience with SAPS, SSA, DIRCO, metro police, and other external authorities. Experience supervising security teams and managing training, performance and PSIRA 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. This position is being re-advertised with minimum requirements now included.

## **POST 06/67**

: **MANAGER: CASE MANAGEMENT & ADMINISTRATION REF NO: SID&ET-094**  
Overview: To manage and develop the case management system, policies, procedures and processes, and to conduct research and report on case trends.

## **SALARY CENTRE REQUIREMENTS**

: R896 436 per annum (Level 11), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7 in Public Administration/Public Management/ Law/ Business Administration/Records Management or relevant qualification. 3-5 years managerial experience in Case Management in private or public sector environment. Requirements: Demonstrated experience in managing cases and administration. Experience in policy and systems development. Working knowledge and experience of the B-BBEE Act. Knowledge of PFMA, National Archive Act / PAIA / PAJA, and King II Report and Corporate Governance. Analytical, report writing and presentation skills. Strong verbal

**DUTIES**

and written communication skills. Good time and conflict management abilities. Computer literacy (MS Word and Excel). Good project management skills. Planning and organizing skills. Sound interpersonal skills.

- : Develop policies and manage case management systems and processes:
- : Conduct research and develop case management policies, processes and procedures. Monitor and ensure implementation and periodic review of case management policies and procedures. Establish and maintain service standards and turnaround times for case handling. System implementation and oversight: Facilitate creation, implementation and continuous improvement of a case management system. Guide stakeholders on the correct use of the system and ensure workflows align with departmental policies and statutory requirements. Monitor movement, registration and tracking of documents and cases. Registry management and archiving: Oversee courier and mailing services and ensure secure distribution of incoming and outgoing correspondence. Maintain a user-friendly registry and develop/maintain the archive system for long-term storage and accessibility. Ensure compliance with records management standards and Commission policies. Case management administration: Maintain compliance with departmental policies, regulatory requirements and applicable legislation (including B-BBEE provisions where relevant). Facilitate effective closure of cases and management of associated documentation. Reporting and analysis: Prepare timely and accurate case statistics, trend analysis and ad-hoc reports for senior management. Report on financial and operational risk related to case management activities. Generate management information to support decision-making. Sub-directorate management: Collate inputs for quarterly and annual reports, business plans and targets. Monitor financial resources and assets of the unit and give input into budget matters. Manage and develop sub-directorate staff, oversee performance management and training.

**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 Coloured females, Coloured males and White males and people with disabilities.

**POST 06/68**

- : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: ODG-021**
- : Overview: To provide administrative and technical support in advising the dtic branches in identifying, assessing and evaluating risks that could prevent the achievement of business objectives.

**SALARY  
CENTRE  
REQUIREMENTS**

- : R468 459 per annum (Level 09)
- : Sunnyside, Pretoria
- : A qualification at NQF level 7 in Risk Management / Public Administration / Commerce / Finance / Internal Auditing. 3-5 years' experience in Risk Management in public or private sector environment. Key Requirements: Experience facilitating risk identification and assessment for business units or branches. Proven ability to develop and update risk registers and project risk registers. Experience drafting quarterly risk management templates and reports. Experience reviewing and analysing branch reports to identify recurring risks and trends. Experience delivering risk-awareness training and capacity-building workshops. Knowledge of risk governance frameworks and experience supporting risk committees. Experience coordinating responses to internal and external audit findings related to risk. Ability to conduct applied research and provide inputs to risk management policy and strategy. Experience in drafting risk appetite and tolerance frameworks. Project management skills and the ability to monitor action plans and implementation. Stakeholder management and advisory support to business units. Supervisory experience, including allocation of duties and performance management. Computer literacy (MS Office) and project management training evidenced on CV. Knowledge of Public Service Regulations, PFMA, Treasury Regulations and related governance frameworks.

**DUTIES**

- : Facilitate risk identification and assessment processes for each branch. Update and maintain risk registers for branches and projects. Obtain and collate feedback from senior managers on risk register updates and action plans. Ensure alignment of operational risks with strategic objectives. Draft quarterly risk management templates and consolidate branch inputs. Review and analyse branch reports to identify recurring risks and trends. Prepare quarterly reports for the Risk Management Committee. Conduct quarterly risk training and bi-annual risk webinars for the department. Provide ongoing advisory support and risk awareness interventions for branches. Contribute to

research and inputs for risk management policy and strategy. Consult and benchmark with other departments on risk management approaches. Draft risk appetite and tolerance frameworks and implement the risk management plan. Coordinate responses to internal audit and Auditor-General findings related to risk. Ensure risk information and supporting evidence are audit-ready. Supervise and allocate duties to staff; conduct quality control on outputs. Manage performance, conduct and discipline of supervisees and ensure staff development. Ensure staff are trained and developed to meet required service standard

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