

## DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: Via e-mail to [applications@thedtic.gov.za](mailto: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** : 15 April 2026
- 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](http://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

- POST 11/117** : **DIRECTOR: ECONOMIC REGULATORY BODIES (COMPETITION OVERSIGHT) (T&CB-020)**  
Re-advertised  
Overview: To promote synergy between government economic development policies and the functioning of competition authorities.
- SALARY CENTRE REQUIREMENTS** : R1 266 714 per annum (Level 13), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7 as recognised by the SAQA Law/ Finance/ Public Management/ Economics or relevant qualification. Experience: Minimum: 5 years' experience at a middle / senior managerial level in an economic environment in public/private sector. Key Requirements: Proven experience overseeing or engaging with competition authorities or regulatory bodies. Demonstrable experience in regulatory policy development, legislative review, or regulatory interventions. Experience analysing and reporting on entity performance, annual reports and strategic/APP documents. Experience in stakeholder engagement and managing high-level consultations with government, entities and industry. Monitoring & evaluation experience, including designing M&E frameworks and producing evidence-based reports. Experience preparing technical/regulator briefs, policy papers and presentations for senior management. Project and programme management experience, including tracking deliverables and managing multiple files. Financial management experience (budget holder or input to budgets) and

familiarity with programme-level budgeting (~R3m). People management experience including supervision, task allocation and performance management (direct reports). Strong analytical, research and report-writing skills with the ability to synthesise regulatory evidence. Experience coordinating inter-governmental or multi-stakeholder processes and consultations. Computer literacy (MS Office) and experience maintaining registers, databases or monitoring tools. Knowledge of the Competition Act and related regulatory/policy frameworks, and public sector governance (PFMA, Public Service Regulations).

**DUTIES**

: Oversee and report on the performance of the competition authorities. Monitor compliance of competition authorities with legislative requirements and governance standards. Analyse strategic plans, APPs, quarterly and annual reports and produce performance assessments. Coordinate regular consultations with competition authorities to promote alignment and good corporate governance. Prepare oversight reports and presentations for senior management and oversight structures. Advise the department on the regulatory interventions required. Facilitate alignment of competition authorities' mandates, planning and budgets with departmental priorities. Encourage effective planning, budgeting and financial management within entities and advise on corrective actions. Develop and review competition policy positions, regulatory frameworks and, where applicable, initiate regulatory interventions. Coordinate inputs to ensure delivery targets align with the Department's APP. Stakeholder management. Foster collaborations with stakeholders (government departments, entities, industry and others) and manage strategic engagements. Coordinate the dtic's inputs to consultations, market inquiries and policy dialogues to ensure policy coherence. Manage bilateral meetings, forums and communication of findings, decisions and recommendations to relevant stakeholders. Monitoring and Evaluation. Develop and implement M&E frameworks for oversight programmes, investigations and regulatory interventions. Monitor compliance with competition legislation, regulations and policy directives across sectors and markets. Evaluate the effectiveness and impact of enforcement actions and interventions and produce evidence-based reports. Identify trends, risks and make recommendations to senior management based on analytical findings. Directorate Management. Provide strategic leadership and direction for the Directorate, assign tasks and monitor pending actions. Manage staff supervision, training and development and ensure quality assurance in workflow management. Provide inputs into APPs, targets and budgets; monitor financial and operational risks and report regularly to senior management.

**ENQUIRIES  
NOTE**

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

**POST 11/118**

: **DIRECTOR: LEGAL INTERNATIONAL TRADE & INVESTMENT (REF: TRADE-082)**  
 Overview: To provide legal advice on complex international trade and investment negotiations, and on obligations and rights arising from international agreements. To manage litigation on international trade and investment disputes and to develop and review legislation related to international trade administration, selected intellectual property rights, and investment protection.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 266 714 per annum (Level 13), (all-inclusive remuneration package)  
 : Sunnyside, Pretoria  
 : A qualification at NQF level 7 as recognised by SAQA in Law. 5 years' relevant experience at a middle/senior managerial level in Law, Politics or Economics environment. Key Requirements: Proven experience providing legal advice on international trade and investment agreements. Experience drafting, legally vetting and finalising negotiating positions and treaty texts. Experience leading or participating in negotiating teams in bilateral, regional and multilateral fora (e.g., WTO, AfCFTA, EPA). Experience managing and coordinating dispute settlement processes under international agreements. Demonstrable research and analytical skills with experience producing legal opinions, technical notes and briefings. Experience coordinating inputs from internal branches, State Law Advisors and external counsel. Project and case management experience, including managing multiple files to deadlines and quality standards. Experience supervising legal staff and managing directorate reporting and

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|                            |   | budgets. Stakeholder engagement experience with government, parastatals, industry and international partners. Excellent written and verbal communication skills and proficiency with MS Office.   |
| <b><u>DUTIES</u></b>       | : | Strategies, policies and procedures: Manage the development and review of international trade legal strategies, policies and procedures. Manage implementation of policies and the development of legal frameworks for trade administration, investment protection and selected IP legislation. Research and Analysis: Manage quarterly legal and performance analysis on international trade and investment matters. Provide legal research and consolidate findings to inform negotiating positions and policy development. Lead technical negotiations on trade, investment and dispute settlement: Prepare draft texts and South African positions for investment and trade negotiations in bilateral, regional and multilateral settings. Legally vet negotiation texts (including IP and dispute settlement provisions) and coordinate inputs from stakeholders. Manage disputes arising under international trade and investment agreements. Stakeholder management: Create platforms for continuous engagement with internal and external stakeholders, including diplomatic counterparts and industry. Liaise and network with relevant stakeholders and lead consultations to conclude partnership agreements. Directorate Management: Manage financial and human resources of the directorate, including supervision and staff development. Oversee strategic planning and execution of the operational plan for the directorate. Monitoring and Evaluation: Manage review of trade legal policies and benchmark against international best practice. Provide support for implementation of programmes and report on delivery and impact |
| <b><u>ENQUIRIES</u></b>    | : | Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103  |
| <b><u>NOTE</u></b>         | : | In terms of the dtic's EE requirements, preference will be given to African male, Coloured female and White male candidates as well as persons with disabilities.   |
| <b><u>POST 11/119</u></b>  | : | <b><u>DIRECTOR: INFRASTRUCTURE MANAGEMENT (REF: CMSB-137)</u></b><br>Overview: To provide strategic leadership, tactical oversight, and operational management of the Department's ICT infrastructure environment that enables the dtic to fulfil its mandate.  |
| <b><u>SALARY</u></b>       | : | R1 266 714 per annum (Level 13), (all-inclusive remuneration package)   |
| <b><u>CENTRE</u></b>       | : | Sunnyside, Pretoria   |
| <b><u>REQUIREMENTS</u></b> | : | Qualification at NQF level 7 in Computer Science, Informatics, Computer Engineering, or a relevant qualification. 5 years of relevant experience at a middle/senior managerial level in an ICT environment. Key requirements: Senior managerial experience leading ICT infrastructure, platforms, and operations (5+ years). Proven experience managing enterprise servers, storage, networks (fixed & wireless), telephony, and end-user computing. Experience in capacity planning, performance optimisation, backup, disaster recovery, and business continuity. Experience managing SLAs, OLAs, and vendor/service provider relationships (including SITA/GITOC). Experience in infrastructure configuration, change, incident, and problem management. Experience preparing technical and strategic inputs for MTEF, business plans, and budget submissions. Experience managing large ICT programme budgets and assets. Strong stakeholder engagement with executives, campus tenants, SOEs, and other government entities. People management experience, including building technical capability and managing multidisciplinary teams. Knowledge of IT governance, security standards, Microsoft platform, operating systems, and system administration.   |
| <b><u>DUTIES</u></b>       | : | Strategic Planning & Alignment: Lead multi-year infrastructure strategy and roadmap; translate strategy into operational plans and KPIs. Provide inputs into business planning, MTEF and budget processes, monitor implementation. Infrastructure Platforms & Technology Management: Manage physical, virtual and cloud server platforms, storage and databases. Oversee networks, telephony, collaboration platforms and end-user device lifecycle management. Service Management, Configuration & Performance: Govern configuration management and infrastructure baselines; lead capacity planning and performance optimisation. Manage incident, problem and change processes and ensure effective backup, DR and business continuity services. Vendor, SLA & Outsourcing Governance: Define and monitor SLAs/OLAs with external providers and internal units; manage vendor performance and escalations. Stakeholder Management: Engage executives, business units, SITA, GITOC,   |

SSA and campus tenants; prepare infrastructure performance and governance reports. Directorate Management & Capability Development: Manage financial resources, assets and human resources of the directorate; promote innovation, accountability and service excellence

**ENQUIRIES  
NOTE**

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

**OTHER POSTS**

**POST 11/120**

: **DEPUTY DIRECTOR: EXPORT INFORMATION (REF: EDP&OIB-099)**  
Overview: To manage the development, coordination and implementation of national export outreach, dissemination and information systems, market intelligence products and trade opportunity services aimed at strengthening exporters' access to strategic market insights and resources, identifying global trade opportunities, and supporting the expansion, diversification and competitiveness of South Africa's export base.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 059 105 per annum (level 12) (All-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7 as recognised by SAQA in Economics, International Trade, Business Management, Public Administration, Development Studies or a relevant qualification. 3-5 years managerial experience in implementing export development programmes or support services, monitoring, evaluation and performance reporting within public or private environment. Key Requirements: Proven managerial experience (3-5 years) leading export information, outreach, communication, and dissemination related to trade intelligence and export development. Experience managing national information systems, portals or databases and ensuring data integrity and governance. Experience in managing national systems, platforms or mechanisms for the monitoring, reporting and resolution of Non-Tariff Barriers (NTBs). Experience developing market intelligence products (market briefs, national export guides) and packaging exporter information. Experience sourcing, validating and managing international trade opportunities/Leads and buyer-exporter matchmaking services. Experience designing and implementing M&E frameworks, indicators and performance reporting. Experience in stakeholder management with emerging exporters, export councils, chambers, provincial agencies, diplomatic missions and industry bodies. Experience managing budgets and programmes resources (monitoring and recommending budget allocations). Proven people management experience including supervision of ASD/TIA teams and staff development. Experience coordinating system integration and interoperability with partner platforms. Strong report-writing, presentation and communication skills; proficiency in MS Office and data tools. Project management skills, analytical capability and evidence-based decision making. Willingness to travel domestically and internationally as required.

**DUTIES**

: Manage Export Awareness and Outreach Programmes: Plan and manage an annual calendar of export awareness and outreach activities. Coordinate execution of outreach programmes and represent the department at export events. Monitor, analyse and report on programme performance and outcomes. Develop & Utilise Export Information Tools and Resources: Oversee production and maintenance of National Export Guides, market briefings and trade intelligence products. Manage design, enhancement and operationalisation of the national export information hub (physical & digital). Manage Trade Opportunities & Matchmaking Services: Manage sourcing, validation and dissemination of international trade opportunities. Oversee buyer-exporter matchmaking, quality assurance and verification of exporter/buyer credentials. Manage National Exporters' Database & Portals: Govern the National Exporters' Database, ensure data integrity, security and interoperability with partner systems. Drive adoption through stakeholder engagement, capacity building and platform promotion. Monitoring, Evaluation & Reporting: Design M&E frameworks, conduct performance reviews and compile evidence-based reports. Perform diagnostic assessments and lessons-learned exercises to inform programme improvement. Stakeholder Management, Aftercare & Partnerships. Build and maintain strategic partnerships with export councils, chambers, diplomatic missions and industry. Manage referrals, aftercare and escalation of exporter issues to relevant

authorities. Sub-Directorate Management: Manage human, financial and other resources; provide inputs to operational plans. Lead recruitment, performance management and staff development; coordinate reporting and targets.

**ENQUIRIES  
NOTE**

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

**POST 11/121**

: **DEPUTY DIRECTOR: PRODUCT DEVELOPMENT (REF: IFB-174)**  
Overview: To conduct research and provide technical advice on the development and amendments of incentive schemes and support programmes.

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 059 105 per annum (level 12) (All-inclusive remuneration package)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7 in Economics, Financial Analysis, Development Studies or a relevant qualification. 3-5 years relevant managerial experience in Economic, Research, or Financial sectors in the private/public sector. Key Requirements: Experience in organisational strategic planning, performance and financial management. Experience in Strategic capability and leadership skills, communication skills (verbal and written), analytical skills, presentation skills, organisational planning and customer focus. Strategic Management Project Management, Financial Management and Computer Literacy (Microsoft Office Package). Knowledge and understanding of public Service Regulations, Public Service Act, Public Finance management Act and Treasury Regulations. Knowledge and understanding of key legislation applicable to public entities and the dtic. Proven ability to manage stakeholder relations, Research skills. Outgoing and able to engage managers at all levels of the organization

**DUTIES**

: Develop guidelines on new and amended Incentives programmes: Review proposal or concept document reporting corporate findings on the guidelines and ensure alignment to the dtic policies. Compile guidelines for new and amended incentive programmes for Director's approval. Consolidate the inputs from stakeholders in relation to the proposed guidelines. Compile submission to the Director-General for the approval of the new/revised guidelines. Facilitate the process of approval of guidelines and obtaining of all relevant signatures. Manage the handover process of the approved incentive and amendments to be implemented by the Incentive Administration Unit and lead discussions with the Marketing Unit for publication on the dtic website. Provide technical advice and support through Interpretation Notes on the interpretation of incentives guidelines to internal stakeholders. Undertake technical site visits to stakeholders to understand the business needs of entities pertaining to incentive requirements. Research: Compile the Terms of Reference for external Research studies to be conducted. Facilitate meetings with Service Provider for external Research studies. Review and provide input on reports submitted by Service Provider for external Research studies. Conduct economic research to shape proposed incentive schemes and support programmes. Project Management Develop project plans to introduce the new incentives, amendments or phaseout to existing incentive products: Identify relevant stakeholders for incentives development or amendments and convene project teams. Develop performance indicators and manage the process of developing incentive schemes. Report on the progress of projects and ensure that milestones are achieved. Review the Application and Claim forms: Manage the application and claim form process and ensure that they have been designed in line with the requirements and provisions of the guidelines. Liaise with IT for the automation and editing of the application and claim forms. Check the final application and claim forms for user friendliness and flow. Sub-directorate Management: Manage collation of inputs into the quarterly and annual reports, business plans and targets 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 risk

**ENQUIRIES  
NOTE**

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

**POST 11/122**

**DEPUTY DIRECTOR: FORENSIC AUDIT (REF: ODG-028)**

Overview: To manage the sub-directorate Forensic Audit to ensure the effective implementation of the investigation plans and the effective execution of forensic audit procedures in accordance with international guidelines of the Association of Certified Fraud Examiners (ACFE), forensic audit methodologies, policies and procedures; and to make recommendations for new procedures and/or the enhancement of existing processes.

**SALARY**

: R896 436 per annum (level 11) (All-inclusive remuneration package)

**CENTRE**

: Sunnyside Pretoria

**REQUIREMENTS**

: A qualification at NQF level 7 as recognised by the SAQA in Forensic Auditing and related fields. Registration with a professional body for Investigators (ACFE/ICFP). Experience: Minimum: 3-5 years of management experience in a Forensic Auditing environment. Key Requirements: Proven experience managing forensic audit or investigative units, including oversight of multiple investigations. Demonstrable experience in conducting forensic audits, reviewing and quality-assuring forensic audit reports (internal and external). Experience developing or maintaining forensic audit methodologies, policies and procedural frameworks. Experience managing relationships with forensic service providers, panels of investigators and external stakeholders. Experience in maintaining forensic registers (tip-offs/whistle-blower registers) and tracking implementation of recommendations. Experience in preparing and presenting forensic reports, executive summaries and briefing packs for senior management and committees. Experience in coordinating and preparing meeting packs/agenda for oversight committees (Forensic-In-Committee, RMC, Audit Committee). Project and case management skills, including evidence compilation, annex ring and forensic file management. People management experience including supervision, performance management and training of forensic staff. Experience in monitoring and reporting on unit budgets and managing limited programme funds. Computer literacy (MS Office) and experience with registers/databases; project management training is an advantage. Ability to work to deadlines, travel as required and maintain confidentiality (Top Secret clearance may be required).

**DUTIES**

: Manage the forensic audit sub-directorate: Plan, conduct, allocate and oversee forensic projects and ensure compliance with ACFE standards and departmental procedures. Review and second-level review forensic reports (internal and outsourced) and ensure high quality before issue. Maintain forensic registers (tip-offs, whistle-blowers) and control distribution and recording of submissions. Compile progress reports, quarterly and annual reports, and present findings to the Forensic-In-Committee and Audit Committee. Develop strategic forensic plans and ensure proper forensic reporting: Assist in identifying key institutional risk areas and contribute to the annual forensic operational plan. Ensure findings are evidenced, analyzed and that reports include relevant legislation, policies and recommendations. Manage quality assurance on forensic files and oversee submission processes to stakeholders for input. Prepare and present documentation and technical briefs to oversight committees and management. Coordinate with internal and external service providers to ensure coverage and avoid duplication: Manage consultants and client relationships during planning and reporting phases and monitor deliverables Provide guidance to oversight committees on forensic processes, procedures and latest developments. Maintain a tracking register for forensic findings and monitor implementation of recommendations by management. Keep up to date with developments in the forensic audit environment: Monitor professional journals, legislative and standards changes and participate in continuous professional development. Ensure the sub directorate adopts relevant tools, techniques and methodologies. Sub directorate management: Manage staff discipline, performance, training and development and undertake HR and administrative functions. Develop and manage the sub directorate operational plan, ensure controls over work and conduct quality control over outputs. Manage procurement and assets related to forensic activities and serve on transversal task teams as required.

**ENQUIRIES**

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103

**NOTE**

: In terms of the dtic's EE requirements, preference will be given to Coloured males, White males and persons with disabilities.

**POST 11/123** : **ASSISTANT DIRECTOR: LEGAL INTERNATIONAL TRADE & INVESTMENT REF NO: TRADE-085**

Overview: To provide technical and administrative support in legal advice provided on complex international trade and investment negotiations, and on obligations and rights arising out of international agreements.

**SALARY CENTRE REQUIREMENTS**

: R582 444 per annum (level 10), (Commencing salary)  
: Sunnyside, Pretoria  
: A qualification at NQF level 7 as recognised by SAQA in Law. Minimum: 3 - 5 years' experience in legal/ research/ International trade environment. Key Requirements: Experience drafting and legally vetting negotiation positions, clauses and treaty text for international agreements. Practical experience supporting negotiating teams in bilateral, regional or multilateral forums (e.g., WTO, AfCFTA, EPA). Experience conducting legal research and preparing legal opinions, technical notes and analytical briefs. Experience drafting legal documents, briefs, pleadings, notices and memoranda relating to trade and investment matters. Experience assisting with or coordinating dispute processes under international trade/investment agreements. Experience handling legal enquiries, tracking progress and providing timely written feedback to requestors. Proven ability to compile and maintain legal files, records and registers for negotiations and related matters. Stakeholder engagement experience with internal branches, State Law Advisors, external counsel, and industry representatives. Project and case management experience, including meeting deadlines and managing multiple files. Strong written and verbal communication, report-writing and presentation skills; proficiency in MS Office. Supervisory or team coordination experience preferred.

**DUTIES**

: Prepare input into country negotiating positions on international trade and investment issues. Contribute to the development and execution of legal aspects of South Africa's trade and investment negotiation positions. Prepare reports, technical notes, letters, analytical assessments, recommendations and briefings on legal aspects in negotiations. Support negotiating teams by providing legal analysis and persuasive arguments and assist in drafting legal text reflecting negotiation outcomes. Conduct research and analysis on legal international trade and investment. Conduct systematic legal research with reference to case law and applicable international instruments. Analyse and organise legal information and apply research to develop positions, legal opinions and negotiation support materials. Provide international trade and investment related legal services. Draft and review legal documents, briefs, preliminary pleadings, notices, opinions and memoranda. Serve as a coordination point for litigation and dispute matters and support management of legal processes with external counsel where required. Ensure compliance and risk management in drafting and provide legal inputs to ratification, implementation and policy processes. Handle legal and related enquiries Refer and track legal enquiries to relevant stakeholders, provide written feedback within stipulated timeframes and act as liaison for tabling or ratification processes. Monitor and communicate published draft legislations and collaborate with desks on bilateral relations and related legal issues. Records management & travaux préparatoires. Open, update and maintain legal-related files and records; distribute legal bulletins to advisors. Maintain and manage travaux préparatoires and depositories for negotiations and ensure accessibility of negotiation records.

**ENQUIRIES NOTE**

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

**POST 11/124**

: **ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: CMSB-030**

Overview: To manage the physical security requirements of the DTIC as per the Minimum Information Security Standards (MISS) and Minimum Physical Security Standard (MPSS) requirements.

**SALARY CENTRE REQUIREMENTS**

: R468 459.per annum (level 9), (Commencing salary)  
: Sunnyside, Pretoria  
: Qualification at NQF level 7 as recognized by SAQA in Security Management / Physical Security & Risk Management or relevant qualification and registered with Private Security Industry Regulator Authority (PSIRA) (Grade A). 3-5 years' experience in physical security services in private / public services

environment. Key Requirements: Proven experience managing physical security operations and compliance to MISS/MPSS. Experience conducting security risk assessments and incident investigations. Experience managing access control, CCTV systems and TSCM coordination. Experience liaising with SSA, SAPS, Metro Police and other security stakeholders. Experience managing guarding contracts and monitoring service provider performance. Experience delivering security awareness training and developing communication materials. People management experience including supervision of security staff and contractors. Experience preparing monthly and incident reports and recommending remediation measures. Ability to work under pressure, travel and respond to security incidents. Knowledge of regulatory framework. Computer Literacy (Microsoft Office Packages)

**DUTIES** : Physical Security Management: Manage and monitor compliance with MISS and MPSS; review security policies and SOPs. Oversee access control, CCTV and security systems; evaluate and recommend system improvements. Attend and manage physical security incidents and implement corrective actions. Physical Security Awareness: Design and deliver physical security awareness and induction training; publish communiques and newsflashes. Coordinate external presentations (e.g., SAPS) and liaise with external security agencies. Security Committee & Coordination: Arrange and service security committee meetings; prepare meeting packs and minutes; coordinate quarterly meetings with stakeholders. Security Sweeping & TSCM: Coordinate TSCM sweeping for ministerial and sensitive areas and facilitate pre-inspections and SSA sweeping. Investigations & Risk Assessments. Conduct investigations into breaches, perform root-cause analysis and recommend corrective measures. Support risk assessments for events and office environments and follow up cases with SAPS as required. Reporting: Compile monthly reports, inspection reports and incident reports for management with recommendations. Procurement & Contract Management: Facilitate procurement of physical security systems and suppliers for guarding services in regional offices. Staff Supervision. Supervise Security Admin Officers and guarding companies; perform inspections and advise on deployment improvements.

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

**POST 11/125** : **ASSISTANT DIRECTOR: DESKTOP SERVICES REF NO: CMSB-149**  
 Overview: To support end users in all aspects of their desktop environment within the dtic.

**SALARY** : R582 444.per annum (level 10), (Commencing salary)  
**CENTRE** : Sunnyside, Pretoria  
**REQUIREMENTS** : Qualification at NQF level 7 in Computer Science, and or Microsoft Certified Systems Engineers (MCSE) or relevant qualification. 3-5 years of experience in ICT environment. Computer Literacy (Microsoft Office Packages); Database, Information Security, Technical architecture & standards, Technology, Server operations, Network operations, ICT Service Management, Server Operations; Project Management, Knowledge of legislative and regulatory framework. Key Requirements: Experience providing desktop support, remote support, and end-user training. Experience classifying and resolving incidents and knowledge of ITIL/incident management. Experience with configuration management, asset tracking, and baseline repositories. Experience with operating systems, the Microsoft platform, and system administration. Experience in backup, storage, retention, and restoration processes. People management and stakeholder engagement experience. Ability to prepare technical and operational reports and contribute to service improvement. Computer Literacy (Microsoft Office Packages). Knowledge of legislative and regulatory framework.

**DUTIES** : Implement desktop support operations: Provide logical access security, application and desktop support; install and re-install software. Deliver remote and mobile support and train end users on desktop tools and applications. Incident Management: Classify incidents, assess impact and urgency, escalate and implement emergency changes where necessary. Identify root causes and ensure timely resolution or escalation. Manage data: Manage storage and retention arrangements, data disposal and backup & restoration processes. Configuration and assets: Maintain configuration repository and baselines, identify configuration items and record asset movements.

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

**POST 11/126** : **ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS REF NO: CMSB-083**  
Overview: To provide specialist labour law support in relation to the field of Employment Law and Employment Relations in the DTIC.

**SALARY** : R468 459. per annum (level 9), (Commencing salary)  
**CENTRE** : Sunnyside, Pretoria  
**REQUIREMENTS** : A qualification at NQF Level 7 in Labour Law/Labour Relations or a relevant qualification. 3-5 years' experience in Labour Law in Private and/or Public environment. Key Requirements: Experience representing employers at labour dispute forums (GPSSBC, PSCBC, CCMA, Labour Court). Experience presenting in formal disciplinary enquiries and ensuring procedural/substantive fairness. Experience conducting workplace investigations and compiling investigation reports with findings and recommendations. Practical knowledge of Employment Law, Public Service Act, Public Service Regulations, PFMA, LRA, and related legislation. Experience drafting legal advice, affidavits, case documents, and legal submissions. Experience facilitating grievance resolution and advising senior managers (COOs, DDGs, DG, Minister). Experience coordinating collective bargaining processes and preparing bargaining chamber agendas and reports. Experience delivering training on labour-related matters (disciplinary code, performance management, grievance). Data management experience for ER registers and ability to produce trend analysis and quarterly/annual reports. Strong communication, negotiation, and stakeholder engagement skills; ability to liaise with State Attorneys and external law firms. Computer Literacy (Microsoft Office Packages). Knowledge of legislative and regulatory framework

**DUTIES** : Facilitate labour law litigation disputes: Represent the department at labour dispute forums and prepare/coordinate affidavits and case documents. Liaise with State Attorneys and external counsel and ensure cases are procedurally correct. Represent the employer in formal disciplinary enquiries: Represent the dtic at disciplinary enquiries and ensure procedural and substantive fairness. Advise managers on case preparation and presentation. Facilitate, coordinate, and resolve grievances: Investigate grievances, analyse documentation, and provide advisory reports to management. Ensure confidentiality and fairness in grievance handling. Provide advice on legislation and policy: Advise management and staff on employment-related legislation and departmental policies. Provide guidance to entities on ER matters and handle informal disciplinary enquiries. Investigations on ER-related matters: Gather evidence, conduct interviews, and compile investigative reports with findings and recommendations. Monitor implementation of investigation outcomes. Conduct training and manage poor performance programmes: Deliver training on disciplinary codes, performance management, and collective bargaining. Support managers to implement performance improvement plans. Coordinate collective bargaining: Prepare agendas and feedback reports for the Departmental Bargaining Chamber and consult with organised labour. Follow up on implementation of resolutions to maintain labour peace. Reporting on ER matters: Analyse trends, compile quarterly and annual ER reports and maintain ER databases and registers. Provide management reports with recommendations and follow-up actions.

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

**POST 11/127** : **ASD: BUDGET MANAGEMENT REF NO: ODG-224**  
Overview: To coordinate, review, analyse and quality-assure the entire budget preparation, monitoring and reporting process for a government department or component.

**SALARY** : R468 459.per annum (Level 09), (Commencing salary)  
**CENTRE** : Sunnyside, Pretoria  
**REQUIREMENTS** : Qualifications: Minimum: (NQF 7) in Financial Management or relevant qualification. Minimum 3-5 years' supervisory experience in a Financial management environment. Minimum Computer Literacy (MS Office Package) Key Requirements: Experience coordinating and quality-assuring budget

preparation processes (MTEF, ENE, AENE, Roll Overs). Experience analysing, interpreting and applying Treasury guidelines for ENE, MTEF and adjustment estimates. Experience developing templates and collecting budget information from line functionaries/branches. Experience assessing virements, rollovers and making compliance-based recommendations. Experience preparing inputs for annual financial statements and interim financial reports. Experience supervising staff, allocating work and conducting quality control over financial outputs. Experience developing or reviewing departmental budget policies and procedures. Experience using BAS and other financial systems and strong MS Office skills (Excel analysis). Experience liaising with National Treasury, Auditor-General and internal stakeholders on budget matters. Strong analytical, report-writing and presentation skills; ability to meet deadlines and manage multiple tasks.

**DUTIES**

: Planning – Coordinate, review, analyse and quality-assure financial supporting information for planning purposes. Coordinate and review financial supporting documents required for strategic and annual budget planning. Analyse and quality-assure financial information used in the development and evaluation of business and project plans. Check and verify supporting information submitted by line units and provide feedback. Budgeting – Coordinate, review, analyse and quality-assure the budget preparation process. Coordinate preparation and consultation processes for the MTEF, ENE, AENE and roll-overs. Interpret and implement Treasury guidelines and develop templates for budget information collection. Assess requests for rollovers and virements and recommend actions in line with prescripts. Manage operational processes, resources and procedures associated with budget management. Evaluate monthly budget reports, monitor inclusion of shifts/virements in IN-Year Monitoring Reports and compile information for interim and annual financial reports. Provide information for the preparation of annual financial statements and ensure adjustments are recorded. Monitor expenditure against budgets and advise on reallocations where required. Develop and review departmental policies and procedures related to budget management. Allocate duties, monitor outcomes, implement corrective actions and identify training needs. Compile and submit administrative reports and ensure quality control of staff outputs. Customers / Stakeholders Internal: Minister, Deputy Minister, dtic staff. External: Service providers, business, other government departments. Competency & Technical requirements. Managerial and technical competencies include: Strategic capability, Budget management, PFMA & Treasury knowledge, BAS system proficiency, Financial analysis, Communication and stakeholder management (see JD for full competency matrix).

**ENQUIRIES**  
**NOTE**

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

**POST 11/128**

: **ASD: COMPLIANCE AUDIT REF NO: ODG -036**  
Overview: To conduct Compliance Audits within the Dtic to assist management in achieving risk management, control and governance objectives within their business units.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R468 459 per annum (Level 09), (Commencing salary)  
: Sunnyside, Pretoria  
: B Degree (NQF 7) in Internal Audit. Completion of the General Internal Auditing learnership/ Internship. Minimum 3- 5 years' experience in internal audit. Key Requirements: Proven experience planning, leading and executing compliance audits in a public or private sector environment. Experience supervising and mentoring internal auditors, including reviewing work papers and audit findings. Experience developing audit scopes, engagement letters and audit programs. Experience preparing draft and final audit reports with clear findings, root-cause analysis and practical recommendations. Experience using audit software and data analytics tools (e.g., Teammate, IDEA, ACL) and applying data-driven testing. Experience compiling annual audit coverage plans and prioritising audits using operational and strategic risk registers. Experience managing audit projects and monitoring budgets, timelines and resource allocation. Quality assurance experience in internal audit (QAIP) and understanding of IIA standards and audit methodologies. Knowledge of PFMA, Treasury Regulations, corporate governance principles and public sector compliance requirements. Experience preparing inputs to Audit Committees

and providing secretariat support for committee meetings. Experience in stakeholder engagement with line management, AG, Audit Committee and outsourced consultants. Strong report writing, presentation and communication skills; ability to present technical findings to senior management. Project and people management experience including performance management and training of staff. Computer literacy (MS Office: Word & Excel) and experience maintaining audit registers and databases.

**DUTIES** : Planning for Compliance Audits. Develop audit scopes, engagement letters and detailed audit plans in consultation with management. Identify objectives, scope, methodology and resource requirements for each engagement. Schedule audits and coordinate planning meetings with business unit management. Supervising Internal Auditors. Allocate tasks and supervise internal auditors, review work papers for clarity, accuracy and objectivity. Compile draft audit reports for Deputy Director review and ensure quality of auditors' outputs. Manage administrative functions for the team including performance management and leave oversight. On-the-job Training & Capacity Building. Upskill internal auditors on audit techniques, procedures and use of audit tools; populate skills transfer templates. Identify training and development needs and discuss development plans with auditors to strengthen capacity. Development of the Annual Audit Coverage Plan. Evaluate operational and strategic risk registers to identify high-risk areas for audit coverage. Engage with management to prioritize audits and determine timelines for the Three Year Rolling Strategic Plan and Annual Coverage Plan. Project Management of Compliance Audits. Provide inputs and summary documents for audit committee meetings and compile budgets for each audit. Plan and execute compliance audits, allocate resources and provide weekly feedback on project status including Performance Information Verification audits. Communicate Findings on Compliance Audits Compile and issue written audit reports detailing findings, risks, root causes and recommendations. Conduct meetings with line managers to resolve disagreements and request stakeholder feedback on reports. Data Analytics. Advise on sampling strategies or full population testing and apply data analysis techniques during audits. Compile analytical data on trends, root causes and impacts to inform the Strategic Session and audit selection. Quality Assurance & Improvement Plan. Implement and monitor the Internal Audit Directorate's Quality Assurance and Improvement Program (QAIP). Coordinate quality assurance activities and report result quarterly to the Audit Committee

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

**POST 11/129** : **VETTING INVESTIGATOR (REF: CMSB-039)**  
 Overview: To conduct vetting fieldwork investigations in line with the prescripts.

**SALARY** : R325 101 per annum (Level 07) (Commencing salary)  
**CENTRE** : Sunnyside, Pretoria  
**REQUIREMENTS** : Qualification at NQF level 7 in Social Science or relevant qualification. 3- 5 years' experience in vetting investigations in a public or private sector environment. Key Requirements: Experience conducting vetting fieldwork, gathering and analysing information. Experience compiling vetted reports for management, SSA, and quality assurance of vetting files. Experience conducting vetting investigations at Confidential, Secret, and Top-Secret levels. Experience liaising with SSA, SAPS, Home Affairs, and other intelligence stakeholders. Research, analytical, and report-writing skills specific to vetting investigations. Ability to coordinate pre-employment screening for contractors and advise on suitability. Ability to travel frequently, work overtime, and operate under potentially intimidating conditions. Computer Literacy (Microsoft Office Packages). Knowledge of legislative and regulatory framework

**DUTIES** : Conduct Vetting Fieldwork Investigations: Gather, validate, and analyse information; compile and submit vetting reports to management and SSA. Conduct investigations for Confidential, Secret, and Top-Secret clearances and ensure quality control. Policy & Guidelines Input: Provide inputs into the development and implementation of vetting policies, guidelines, and standards. Analyse vetting-related information and advice on the interpretation of legislation and procedures. Stakeholder Liaison & Information Channels: Liaise with SSA, SAPS, Home Affairs, and other stakeholders to obtain information

and support investigations. Manage relationships with credit information providers and other external data sources. File Administration & Project Support: Administer vetting files, participate in project/task teams, and coordinate pre-employment screening processes. Conduct vetting research and ensure quality submission of reports and documentation.

**ENQUIRIES**  
**NOTE**

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

**POST 11/130**

- : **STATE ACCOUNTANT REF NO: ODG-168**  
Overview: To process financial transactions accurately and timeously, and to ensure they are recorded and reported in accordance with the Public Finance Management Act (PFMA), Treasury Regulations, departmental policies and internal controls.

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

- : R325 101 per annum (Level 07) (Commencing salary)
- : Sunnyside, Pretoria
- : A qualification at NQF level 6 as recognised by SAQA in Financial Management. 3-4 years' experience in Financial Management environment. Experience processing payroll, staff claims and other financial transactions in a financial/accounting system. Experience performing ledger reconciliations and reviewing accounts for errors, exceptions and uncleared items. Experience applying PFMA, Treasury Regulations and departmental financial policies in daily transactions. Experience preparing supporting schedules, accruals and working papers for financial reports and audits. Experience compiling daily financial statistics and contributing to internal reporting. Experience with BAS/LOGIS/SCOA or other transversal financial systems and strong MS Office skills. Ability to identify and correct misallocations through journals and maintain accurate filing of financial documents. Experience liaising with internal divisions, National Treasury, Auditor General and external stakeholders on payment/claim matters. Attention to detail, numerical accuracy and ability to work to prescribed turnaround times. Good written and verbal communication and stakeholder liaison skills.

**DUTIES**

- : Financial Transaction Processing: Calculate and verify claims for correctness, completeness and compliance. Capture verified staff claims and payment transactions accurately on the financial system. Process transactions for approval within prescribed turnaround times and maintain proper filing. Financial Control and Reconciliations: Verify budget availability prior to processing payments or claims and ensure expenditure is correctly allocated. Review relevant ledger accounts to identify errors, exceptions and uncleared items. Perform monthly reconciliations of assigned accounts and correct misallocations through journals. Compliance and Performance Management: Ensure compliance with PFMA, Treasury Regulations and departmental policies. Report irregular, fruitless and wasteful expenditure in line with procedures and apply internal control measures. Compile and submit daily financial statistics and provide inputs for performance, leave and training administration. Reporting and Audit Support: Prepare supporting schedules, accruals and working papers for financial reports and financial statements. Provide information and documentation for internal and external audits and respond to audit queries. Stakeholder Liaison: Liaise with internal divisions regarding outstanding or incorrect documentation and communicate with clients on payment/claim matters. Liaise with National Treasury, the Reserve Bank and other institutions where applicable.

**ENQUIRIES**  
**NOTE**

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