

## DEPARTMENT OF TRADE, INDUSTRY AND COMPETITION

- APPLICATIONS** : Applications can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no. is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 08 June 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, 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.

## OTHER POSTS

- POST 17/109** : **DEPUTY DIRECTOR: PUBLIC ENTITY PERFORMANCE MONITORING & REPORTING REF NO: ODG 073**  
Overview: To coordinate and facilitate the process of developing entities' annual performance plans, business plans and performance monitoring and reporting.
- SALARY CENTRE REQUIREMENTS** : R932 292 per annum (Level 11), (all-inclusive remuneration package)  
: Sunnyside, Pretoria  
: Mandatory Minimum Requirements: A qualification at NQF level 7 in Business / Public Administration, and or economic or relevant qualification. 3–5 years managerial experience in strategic planning and managing organisational performance. Key Requirements: Experience in strategic planning, performance monitoring and reporting for public entities or large organisations. Strong analytical and report-writing skills; ability to draft APPs and performance reports. Experience with monitoring and evaluation frameworks and development of indicators. Stakeholder engagement and facilitation experience, including briefing to portfolios and select committees. Ability to assess and align entities' plans to ENE and national priorities. Project coordination and secretariat support experience for review sessions and governance. Proficient in MS Office and familiarity with performance information systems. Ability to travel and work under pressure to meet reporting deadlines.

- DUTIES** : Assess strategic plans: Analyse entities' strategic plans, APPs and operational plans; draft forewords and align plans with ENE and national priorities. Conduct entities' performance monitoring and reporting: Monitor and evaluate signed performance agreements of executive heads of entities, prepare monthly, quarterly and annual performance reports and templates. Stakeholder management: Provide inputs into entities' strategic planning sessions; communicate analysis of quarterly and annual reports to the Director and stakeholders. Coordinate entities performance review sessions: Coordinate entities' mid-year and annual planning and performance review sessions, compile minutes and provide secretariat support. Sub-directorate management: Monitor financial resources and provide inputs into strategic planning and operational execution in the unit.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to Coloured Male, White Male and persons with disabilities.
- POST 17/110** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: CMSB-014 (X2 POSTS)**  
Overview: To render professional legal services for the Department and the dtic agencies.
- SALARY** : R610 434 - R1 442 451 per annum, all-inclusive remuneration package in accordance with the OSD for legal personnel.
- CENTRE** : Sunnyside, Pretoria
- REQUIREMENTS** : Mandatory Minimum Requirements: An LLB degree. At least 8 years appropriate post qualification legal experience. Key Requirements: Admission as an Attorney/Advocate of the Bar Council. In-depth knowledge of the South African legal system, legal interpretation, and the legal fraternity. Experience in providing legal opinions, drafting, negotiating, and vetting contracts. Strong research, analytical, and legal drafting skills. Working knowledge of civil litigation, criminal procedure and practice, and court rules. Understanding of Public Service Regulations, the Constitution, Case Law, Common Law, Public Service Act, and Criminal Procedure Act. Excellent verbal and written communication, stakeholder management, negotiation, and presentation skills. Skills in financial management, conflict resolution, policy analysis, and trial advocacy. Ability to work independently and collaboratively, with high levels of professionalism and integrity.
- DUTIES** : Provide Legal Opinions on matter related to the Department: Research the applicability of legal principles on legal Opinion. Highlight legal position of the Opinion. Conduct research on applicable policy, legislation or regulation and legal principles with regard to legal Opinion. Formulate questions to be answered on legal Opinion. Study and cite relevant cases on aspects related to legal Opinion. Provide strategic and technical inputs into the strategic direction of the Unit. Provide advice on drafting, negotiation and vetting of contracts: Draft, verify the contract and memorandum of Understanding (MoU) to be drafted and edited. Conduct research on applicable policy, legislation or regulation to be followed. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/justification for a particular position pertaining to the case. Determine if the contract is legal and whether it reflects the intention of the Department. Ensure that there is consistency when applying the legal principles. Ensure that the rights, powers and duties of the Department are set out in the contract. Liaise with all stakeholders involved in the contract and negotiate on final contract. Consolidate amendments or comments to the contract if applicable. Ensure that the interest of the Department is protected at all times. Certify contract and verify consistency between instruction and content of the contract. Verify signed contents of the contract with that as certified and hand to the Contract Management Unit. Draft, peruse and study legislations: Conduct research, gather information from the line functionaries on drafting legislation. Determine factual, supporting documents and legal purpose of legislation. Highlight legal position of the legislation. Research the applicable legal principles of drafting and interpretation of statutes. Ascertain whether legislation is in accordance with the principles of drafting and interpretation of statutes. Ascertain that the intention of the Department and the entities are reflected in the proposed bill or amended bill. Peruse and study drafts of proposed bills or amended bills. Facilitate the drafting of cabinet memorandum. Pilot legislation through the

parliamentary process. Respond to legal opinion aspects that arise during public hearings and parliamentary sessions. Execute litigation and legal processes within the Department: Determine the factual and legal situation on the case brought forward. Establish if the Department should litigate or defend the matter. Consult with the relevant line functions. Prepare briefs advising the relevant authority seeking authority to institute or defend the Department legal position. Appear in court to provide evidence on behalf of the Department. Provide advice in regards to a possible settlement and negotiate settlement with opponent. Prepare instructions to the State Attorney and make recommendations for appointment of suitable Advocate to be appointed if necessary. Monitor the court case from the inception of its finality. Review all pleadings at all stages for the court case as per court rules. Consult with the relevant line function at each stage of the pleadings. Explore alternative dispute resolution opinions for each court case and prepare an opinion on same. Ensure that the briefings are prepared and court orders are implemented effectively. Manage legal administrative inquiries: Liaise with stakeholders on legal matters. Draft and/or edit legal correspondence on all legal administrative enquiries. Conduct awareness on the implementation of legal interventions.

**ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608

**NOTE** : In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Females, White Males and persons with disabilities.

**POST 17/111** : **ASSISTANT DIRECTOR: INVESTMENT INFORMATION REF NO: IIAF&A-057**

Overview: To provide an investment information service across all investment promotion sectors, facilitation, Ease of Doing Business and Clearing House.

**SALARY** : R605 742 per annum (Level 10), (commencing salary)

**CENTRE** : Sunnyside, Pretoria

**REQUIREMENTS** : Mandatory Minimum Requirements: A qualification at NQF level 7 in Business Management/ Investment/ Finance/ Economics/ Marketing or relevant qualifications. 3-5 years' experience in an Investment Promotion environment in private or public sector. Key Requirements: Experience in investment information, facilitation or investor services. Experience in maintaining investor/project databases and MIS systems. Research and report-writing skills for investment climate and regulatory studies. Stakeholder management with embassies, chambers, provincial and municipal partners. Experience coordinating Ease of Doing Business programmes or similar initiatives. Basic financial oversight and monitoring of programme expenditure. Computer literacy including MIS and data capture for reporting. Ability to travel and work under time pressure; strong communication skills.

**DUTIES** : Provide investment information and facilitation: Obtain and consolidate information sources; contribute to publications and portals; compile presentation materials. Implement investment information strategy: Gather information on investment climate issues; provide inputs to strategy execution and research reports. Arrange meetings and draft minutes. Knowledge repository and database management: Coordinate information capture into MIS/e-Room; maintain investor pipeline and contact databases. Stakeholder and customer relations management: Manage stakeholder relations across public and private sectors and conduct customer satisfaction follow-ups. Risk management and reporting: Compile quarterly/annual reports and inputs for bi-national commissions and state visits; manage investment pipeline updates.

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

**POST 17/112** : **ASSISTANT DIRECTOR: AMERICA BILATERAL RELATIONS REF NO: TRADE-056 (X2 POSTS)**

Overview: To conduct economic research and provide advice on the preparation and execution of bilateral trade and investment relations with countries in the Americas region.

**SALARY** : R605 742 per annum (Level 10), (commencing salary)

**CENTRE** : Sunnyside, Pretoria

**REQUIREMENTS** : Mandatory Minimum Requirements: A qualification at NQF Level 7 in Economics/ International Relations or International Law with an Economics focus. 3-5 years' experience in international Relations or International Law in public or private sector environment. Key Requirements: Experience in foreign trade research and economic analysis focused on the Americas region. Ability to prepare country briefings, quarterly economic statistics and policy inputs. Stakeholder liaison experience with foreign missions, government departments and business. Experience supporting trade negotiations and preparing negotiation briefs. Project coordination skills and ability to manage Bi-national Commission workstreams. Excellent report-writing and presentation skills. Computer literate (MS Office) and comfortable with data analysis. Willingness to travel (local and international) and work under pressure.

**DUTIES** : Foreign trade research and analysis: Compile and analyse economic data, update statistics and draft country briefings and reports. Stakeholder management: Liaise with foreign missions, government departments and other stakeholders; prepare meeting reports. Negotiations support: Provide technical inputs to negotiating positions and convene preparatory consultations. Bi-national Commission programme: Coordinate working groups, implement project plans and prepare progress reports for the Binational Commission. Reporting: Compile minutes, progress reports and contribute to monthly, quarterly and annual reports.

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

**POST 17/113** : **ASSISTANT DIRECTOR: MIDDLE EAST BILATERAL RELATIONS REF NO: TRADE-050**  
Overview: To conduct economic research and provide advice on the preparation and execution of bilateral trade and investment relations with countries in the Middle East region.

**SALARY** : R605 742 per annum (Level 10), (commencing salary)

**CENTRE** : Sunnyside, Pretoria

**REQUIREMENTS** : Mandatory Minimum Requirements: A qualification at NQF Level 7 in Economics/ International Relations or International Law with an Economics focus. 3-5 years' experience in international Relations or International Law in public or private sector environment. Key Requirements: Experience in foreign trade research and economic analysis with focus on the Middle East region. Ability to prepare country briefings, policy inputs and update economic statistics. Stakeholder engagement experience with foreign missions and internal stakeholders. Experience supporting trade negotiations and preparing technical inputs. Project coordination and implementation experience for bilateral programmes. Strong analytical and report-writing skills. Computer literate (MS Office) and comfortable with research tools. Willingness to travel (local & international) when required.

**DUTIES** : Foreign trade research and analysis: Compile and analyse economic data, trends and developments; draft briefings and reports. Stakeholder management: Maintain relations with foreign governments and participate in interdepartmental meetings. Negotiations support: Provide technical inputs for negotiating positions and support stakeholder consultations. Programme coordination: Coordinate Binational Commission work, prepare progress reports and implement action plans. Reporting: Compile meeting minutes, progress reports and contribute to operational reporting.

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

**POST 17/114** : **ASSISTANT DIRECTOR: MULTILATERALS REF NO: TRADE-070**  
Overview: To provide technical support, conduct research, analysis, formulating policy recommendations and advising on international trade and investment issues within multilateral fora.

**SALARY** : R605 742 per annum (Level 10), (commencing salary)

**CENTRE** : Sunnyside, Pretoria

**REQUIREMENTS** : Mandatory Minimum Requirements: A qualification at NQF Level 7 in Economic, International Law / International Relations or relevant qualifications. 3-5 years' experience in Trade Research, international relations in public or private sector environment. Key Requirements: Experience in trade research, policy analysis and drafting briefing documents. Familiarity with multilateral fora and negotiation processes. Stakeholder engagement and interdepartmental coordination experience. Ability to prepare reports, position papers and country briefings. Project management skills and experience in convening consultations. Strong analytical, research and report-writing skills. Good computer literacy (MS Office); ability to travel internationally. Excellent communication and interpersonal skills.

**DUTIES** : Research and analysis: Conduct research and compile briefing documents, position papers and reports to support multilateral engagements. Stakeholder management: Undertake consultations, participate in forums and build relationships with internal and external stakeholders. Negotiation support: Provide technical inputs and analytical support to negotiating teams and engage with relevant institutions. Advocacy and coordination: Provide helpdesk support on trade and investment matters and follow up on multilateral issues. Reporting: Compile meeting reports, travel reports and regular operational reports within agreed timeframes.

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

**POST 17/115** : **EXECUTIVE OFFICE MANAGER: OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: TRADE-003**

Overview: To render effective functioning of the Office of the Deputy Director-General within the Trade Policy Negotiation and Cooperation (TPNC) Branch.

**SALARY CENTRE** : R487 197 per annum (Level 09), (commencing salary)  
: Sunnyside, Pretoria

**REQUIREMENTS** : Mandatory Minimum Requirements: A qualification at NQF 6 in Secretarial Studies / Office Administration or Management / Public Administration / Business Administration as recognised by SAQA. 3–5 years of experience in rendering an office support service to Senior Management in a private or public environment. Key Requirements: Proven experience providing high-level administrative support to senior managers (diary, meetings, briefings). Strong office and records management skills, including National Archives compliance. Excellent minute-taking, drafting and editing skills for correspondence and briefing notes. Experience coordinating complex travel (local and international) and protocol arrangements. Ability to coordinate meeting logistics and provide secretariat support for governance structures. Confidentiality and discretion in handling sensitive information and screening documentation. Good computer literacy (MS Office) and experience with filing/MIS systems. Strong interpersonal and stakeholder liaison skills across government and external partners.

**DUTIES** : Executive office management and coordination: Manage administrative operations of the DDG's Office; supervise and coordinate support staff and maintain office systems and registers. Executive administrative support to the DDG: Manage and prioritise appointments and engagements; prepare pre-meeting briefing packs; draft and quality-assure correspondence and submissions. Strategic coordination of submissions and information flow: Screen and prioritise incoming documentation; ensure timely flow of submissions and confidential handling of sensitive matters. Meeting and governance support: Coordinate meetings chaired or attended by the DDG; compile meeting packs; record minutes and monitor implementation of decisions. Stakeholder liaison and communication management: Act as coordination point between the DDG's Office, Ministry and internal/external stakeholders; coordinate responses to parliamentary and stakeholder enquiries. Financial and resource administration: Monitor the DDG Office budget and expenditure; prepare documentation for budget adjustments and liaise with CFO/Corporate services. Executive travel and event coordination: Arrange travel, prepare itineraries and briefing notes; liaise with travel agencies and manage protocol for international engagements.

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

**POST 17/116** : **B-BBEE COMPLIANCE AND ADVOCACY OFFICER REF NO: SID&ET-119 (X3 POSTS)**  
Overview: To perform investigation and enforcement functions to ensure compliance with B-BBEE Act and report on complaints trends.

**SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (commencing salary)  
: Sunnyside, Pretoria  
: Mandatory Minimum Requirements: NQF Level 6 qualification in Public Administration or Business Administration/ Economic Science/ Law. 3-years' relevant experience in an investigation and enforcement environment. Key Requirements: Knowledge of the Constitution, PFMA, Treasury Regulations, B-BBEE Act and compliance frameworks. Experience handling, screening and analysing complaints within an enforcement or regulatory environment. Ability to coordinate alternative dispute resolution processes and maintain associated records. Strong written and verbal communication skills, including reporting. Good administrative and organisational skills, including database tracking and monitoring of turnaround times. Ability to work under pressure, travel when required, and work flexible hours as needed. Proficiency in Microsoft Office and complaints handling systems.

**DUTIES** : Complaints Handling: Handle complaints lodged with the Commission in line with established procedures and processes. Develop and implement fast-track procedures to attend to and resolve client complaints. Review complaints handling systems and provide recommendations for efficiency improvement. Conduct pro-active and reactive investigations and provide a report thereof. Database and Tracking System: Maintain and update the database and tracking system of complaints. Monitor compliance with turnaround times and submit weekly reports on delays. Ensure complainants are informed of reference numbers and progress. Screening and Analysis of Complaints: Implement methodologies for complaint screening and analysis. Categorise complaints and identify those for investigation or referral. Assess complaints for referral to higher authorities or other institutions. Alternative Dispute Resolution: Identify complaints suitable for alternative dispute resolution (ADR). Coordinate and maintain consistency in ADR processes and documentation. Record the number and nature of complaints resolved through ADR. Reporting and Administrative Support: Produce progress reports on work done as required. Perform administrative duties as allocated by the manager.

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**NOTE** : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.

**POST 17/117** : **B-BBEE INVESTIGATIONS AND ENFORCEMENT OFFICER REF NO: SID&ET-117 (X2 POSTS)**  
Overview: To provide a secretarial and administrative function to the Chief Director and facilitate the smooth administrative operation within the Chief Directorate: Legal Services.

**SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (commencing salary)  
: Sunnyside, Pretoria  
: Mandatory Minimum Requirements: Senior Certificate with a Secretarial Certificate or Diploma. 1-2 years' experience in a Secretarial or Office Management environment. Key Requirements: Experience providing secretarial and administrative support to senior management. Strong telephone, reception and diary management skills. Advanced typing, drafting and document preparation skills. Experience compiling reports, maintaining records and managing filing systems. Ability to coordinate meetings, prepare agendas, take minutes and follow up on actions. Experience arranging travel, accommodation and S&T claims, and handling office procurement. Good computer literacy (Microsoft Office Packages) and ability to use standard office equipment. Discretion, confidentiality and strong interpersonal skills in dealing with stakeholders.

- DUTIES** : Provides a secretarial/receptionist support service to the manager: Receive telephone calls, exercise discretion on call routing, finalize routine enquiries, perform advanced typing and operate office equipment. Record the manager's engagements, manage appointment schedules and advise on the urgency of meeting requests. Renders administrative support services: Ensure the effective flow and safekeeping of information and documents, compile reports, respond to enquiries and draft documents as requested. Coordinate travel arrangements, prepare advances and S&T claims, handle accommodation bookings and process stationery and office requisitions. Provides support to manager regarding meetings: Scrutinise meeting documents, compile packs, prepare briefing notes, record minutes and follow up on decisions and actions. Coordinate logistical arrangements for meetings and staff/unit sessions. Supports the manager with the administration of the manager's budget: Collect and coordinate budget documents, assist with MTEF inputs, monitor commitments and expenditure, and check BAS reports for correct allocation. Provide administrative and financial support of the office: Arrange Chief Directorate meetings, prepare annual schedules, support one-on-one meetings, prepare agendas and minutes, and monitor office expenditure. Order stationery and office equipment for the office: Ensure requisitions for goods and services are processed after prior approval and that the office is properly furnished.
- ENQUIRIES** : Ms U Pitse Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103 / V Mazibuko Tel No: (012) 394 5608
- NOTE** : In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.
- POST 17/118** : **PERSONAL ASSISTANT REF NO: CMSB-007**  
Overview: To provide a secretarial and administrative function to the Chief Director and facilitate the smooth administrative operation within the Chief Directorate: Legal Services.
- SALARY CENTRE REQUIREMENTS** : R338 106 per annum (Level 07), (commencing salary)  
: Sunnyside, Pretoria  
: Mandatory Minimum Requirements: Senior Certificate with a Secretarial Certificate or Diploma. 1-2 years' experience in a Secretarial or Office Management environment. Key Requirements: Experience providing secretarial and administrative support to senior management. Strong telephone, reception and diary management skills. Advanced typing, drafting and document preparation skills. Experience compiling reports, maintaining records and managing filing systems. Ability to coordinate meetings, prepare agendas, take minutes and follow up on actions. Experience arranging travel, accommodation and S&T claims, and handling office procurement. Good computer literacy (Microsoft Office Packages) and ability to use standard office equipment. Discretion, confidentiality and strong interpersonal skills in dealing with stakeholders.
- DUTIES** : Provides a secretarial/receptionist support service to the manager: Receive telephone calls, exercise discretion on call routing, finalize routine enquiries, perform advanced typing and operate office equipment. Record the manager's engagements, manage appointment schedules and advise on the urgency of meeting requests. Renders administrative support services: Ensure the effective flow and safekeeping of information and documents, compile reports, respond to enquiries and draft documents as requested. Coordinate travel arrangements, prepare advances and S&T claims, handle accommodation bookings and process stationery and office requisitions. Provides support to manager regarding meetings: Scrutinise meeting documents, compile packs, prepare briefing notes, record minutes and follow up on decisions and actions. Coordinate logistical arrangements for meetings and staff/unit sessions. Supports the manager with the administration of the manager's budget: Collect and coordinate budget documents, assist with MTEF inputs, monitor commitments and expenditure, and check BAS reports for correct allocation. Provide administrative and financial support of the office: Arrange Chief Directorate meetings, prepare annual schedules, support one-on-one meetings, prepare agendas and minutes, and monitor office expenditure. Order stationery and office equipment for the office: Ensure requisitions for goods and services are processed after prior approval and that the office is properly furnished.

**ENQUIRIES**

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**NOTE**

: In terms of the dtic's EE requirements, preference will be given to African Male, Coloured Female & Male, Indian Female & Male, White Male and persons with disabilities.