

## DEPARTMENT OF TRADE AND INDUSTRY

**APPLICATIONS** : Applications can be submitted: By post to the Registry Office, The Department of Trade and Industry, Private Bag x84, Pretoria, 0001; Hand-delivered to the dti Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedti.gov.za> and click on the "Careers" link to submit online application. Should you experience any problem submitting your application contact the Recruitment Office on 012 394 1809.

**CLOSING DATE** : 05 January 2018

**NOTE** : Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents) or <http://www.thedti.gov.za/careers> and must be accompanied by a comprehensive CV. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after this date will not be considered. Correspondence will be limited to short-listed 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 dti reserves the right not to fill any advertised position(s). Shortlisted candidates will be subjected to a technical exercise and the selection panel for MMS and SMS positions will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. The dti is committed to the pursuit of diversity and redress.

## MANAGEMENT ECHELON

**POST 50/181** : **CHIEF DIRECTOR: COMMUNICATION AND MARKETING REF NO: ODG/COM & Mark 001**

**SALARY CENTRE** : All-inclusive salary package of R1 127 334. Per annum, Level 14  
Pretoria

**REQUIREMENTS** : Mandatory requirements: A three-year qualification (NQF level 7) in Communication/Marketing, Public Relations or Journalism. Minimum of 5 years' senior management experience in communication/public relations. Key requirements: Extensive experience of Government's communication environment. Experience in corporate identity management, advertising and customer relationship management. Knowledge and a clear understanding of the economy and Government priorities. Strategic capability and leadership including the ability to creatively find business solutions. The ability to interact at a strategic level with key internal and external stakeholders as well as senior management, principles and public entities reporting to the dti. A team player with excellent communication, project management and report-writing skills as well as the ability to dynamically manage the human and financial resources. The ability to operate effectively within a pressurised environment.

**DUTIES** : Screening Provide strategic direction and expert advice in the development of multidisciplinary marketing and communication programme, policies and strategies for the dti. Provide strategic direction in the dti's outreach programme that includes the customer contact centre. Develop media planning and buying strategies for marketing and communication programme. Actively participate in the economic cluster and other interdepartmental programme in development of strategies and other communication programmes. In consultation with line divisions, communicate and market the dti programme locally and internationally. Oversee internal communication and development appropriate mechanism to communication internally and externally. Develop build and maintain relationships communications and marketing's financial and human resources. Manage the public participation programme of the dti. Strategically manage communication and marketing's financial and human resource.

**ENQUIRIES** : Leonard Mabokela: 012 394 1809/Lebogang Malebe: 012 394 1835/Khanyo Xaluva: 012 394 1563/Sboniso Mncwango: 012 394 1499

**NOTE** : In terms of the dti's EE requirements preference will be given to Coloured, Indian and White candidates as well as people with disabilities.

**POST 50/182** : **CHIEF DIRECTOR: SPECIAL ECONOMIC ZONES REF NO: SEZET/SEZ P&P 001**

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R1 127 334. Per annum, Level 14  
: Pretoria  
: Mandatory requirements: A three-year qualification (NQF level 7) in Development Economics / Development Planning / Project Management / Business Management. Minimum of 5 years' senior management experience in industrial or regional development environment Key requirements: Strategic Capability and Leadership. Project and stakeholder management experience. Experience in policy and strategy development and implementation .financial management skills.

**DUTIES** : Oversee the development and planning of SEZs (National and Provincial). Manage the planning, development and management of the proposed SEZs in partnership with the provinces and municipalities. Manage the development of SEZ investment strategies for the proposed and existing SEZs in partnership with other key divisions of the dti. Manage the implementation of investment strategies. Stakeholder management. Manage consulting services related to SEZs. Provide monitoring, evaluation and reporting on project targets and SEZ performance. Manage all resources of the Chief Directorate.  
**ENQUIRIES** : Leonard Mabokela: 012 394 1809/Lebogang Malebe: 012 394 1835/Khanyo Xaluva: 012 394 1563/Sboniso Mncwango: 012 394 1499

**POST 50/183** : **DIRECTOR: INTERNATIONAL OPERATIONS REF NO: TISA/Inter Oper 001**

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R948, 174. Per annum, Level 13  
: Pretoria  
: Mandatory requirements: An Undergraduate Qualification (NQF Level 7) in Economics/Public Administration / International Relations. Minimum of 5 years' experience at a middle/senior managerial level in International Operations environment.Key requirements: Sound knowledge of the South African economy and the global economic environment. Knowledge of the relevant economic sectors as defined by the NDP, IPAP, Integrated National Export Strategy, New Growth Path and Nine Point Plan. Strategic Leadership skills. Project and Stakeholder Management experience. Excellent verbal and written communication skills. Research skills. Analytical and thinking skills. Presentation skills. Report writing skills. Planning and organising skills. Presentation skills. Financial Management skills. People management skill. Interpersonal skills. Understanding of protocol. Willingness to travel domestically and internationally, and to work overtime as and when required.

**DUTIES** : Develop geographic developmental plan to support the incoming and outgoing export programmes. Provide economic guidance and counselling on geographic knowledge and experience. Provide support to the Head of Missions and Foreign Economic Representatives in multi sectoral work and combined incoming investment and outgoing export programmes. Effectively manage stakeholders by providing high level political and bilateral mission and multi sectoral work and combined investment and outgoing export programmes. Provide inputs into the strategic planning of the unit and the execution of the operational plan. Develop and conduct presentation on investment and on economic opportunities. Provide support on business delegation for outgoing missions organised for priority and on new market on demand.

**ENQUIRIES** : Leonard Mabokela: 012 394 1809/Lebogang Malebe: 012 394 1835/Khanyo Xaluva: 012 394 1563/Sboniso Mncwango: 012 394 1499

**NOTE** : In terms of the dti's EE requirements preference will be given to African and White female candidates as well as people with disabilities.

**POST 50/184** : **DIRECTOR: EXPORT PROMOTION ASIA REF NO: TISA/Asia 003**

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R948, 174. Per annum, Level 13  
: Pretoria  
: Mandatory requirements: An Undergraduate Qualification (NQF Level 7) in Business Management / Economics / Marketing. Experience: Minimum of 5 years' experience at a middle/senior managerial level in an Export Promotion environment.Key requirements: Sound knowledge of the South African economy and the global economic environment. Sound knowledge of the

		relevant economic sectors as defined by the NDP, IPAP, Integrated National Export Strategy, New Growth Path and Nine Point Plan. Knowledge of International Trade Policy and other relevant legislative framework. Project and Stakeholder Management experience. Advanced computer literacy in MS Office packages. Research skills. Negotiation skills. Strategic Leadership skills. Financial management skills. Service delivery and innovation. Be client orientated and customer focused. Willingness to travel domestically and internationally at short notice, and to work overtime as and when required.
<b><u>DUTIES</u></b>	:	Oversee the development of the Business plan for the Business Unit. Oversee the provision of Market Intelligence Assessments and capturing of outcomes to promote exports. Oversee the provision Export Services and Aftercare. Co-ordinate Export Promotion Strategies. Ensure Stakeholder Partner Co-ordination. Monitor and evaluate progress and adherence to service delivery standards on all export promotion strategies, projects, action plans and international trade initiatives in Asia region. Lead the identification, initiation, scoping and implementation of region/market specific International Trade and Investment Initiative. Oversee knowledge management activities of export promotion for Asia region. Manage financial resource and assets of the unit.
<b><u>ENQUIRIES</u></b>	:	Leonard Mabokela: 012 394 1809/Lebogang Malebe: 012 394 1835/Khanyo Xaluva: 012 394 1563/Sboniso Mncwango: 012 394 1499
<b><u>NOTE</u></b>	:	In terms of the dti's EE requirements preference will be given to African and White female candidates as well as people with disabilities.
<b><u>POST 50/185</u></b>	:	<b><u>DIRECTOR (4 POSTS)</u></b> East and Central Africa: REF NO: TIA/T & INV RES 001 North Africa: REF NO: TIA/T FAC 004 Southern Africa: REF NO: TIA/Inf Fac 001 Director West Africa: REF NO: TIA/T & IS 010
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	All-inclusive salary package of R948, 174. Per annum, Level 13 Pretoria Mandatory requirements: Qualification: An Undergraduate Qualification (NQF Level 7) in Economics/ International Relations or International Law with an Economics focus. Experience: Minimum of 5 years' experience at a middle/senior managerial level in a Governmental Relations environment. Key requirements: Experience in investment facilitation. Experience in policy formulation and Implementation. Sound knowledge of international protocols. Business knowledge of the dti. Strategic Capability Leadership skills. Project and Stakeholder Management experience. Excellent verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Develop strategies for bilateral and regional governmental platforms to advance South Africa's economic interests. Conduct research internally and manage the outsourcing of research, develop clear terms of reference for research sourced from external sources. Compile country strategies, country briefs, business and project plans on an annual basis. Liaise with relevant foreign trade missions / offices on bilateral policy / trade or investment issues. Liaise with relevant stakeholders to develop and implement feasible work plans according to the objectives of the relevant Joint Commissions. Lead issues regarding negotiations with key government partners. Serve as a conduit of communication between South Africa and sovereign negotiating partners. Manage strategic analysis of global trade trends and policy changes highlighted to establish their implications on the South African economy and the requisite economic interventions. Manage the stakeholders, including other Governments departments and tiers of government, organized business and labour. Conduct research and implement best practices in terms of market access for South Africa goods and service Ensure that trade and investment policies are development, implemented and reviewed. Manage strategic planning for directorate, including budgets and human resource. Provide directorate's inputs for the MTSF, MTEF and Budget Adjustment Estimates. Ensure the maintenance of effective internal administration of the directorate: the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements.
<b><u>ENQUIRIES</u></b>	:	Leonard Mabokela: 012 394 1809/Lebogang Malebe: 012 394 1835/Khanyo Xaluva: 012 394 1563/Sboniso Mncwango: 012 394 1499

## OTHER POSTS

**POST 50/186** : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS REF NO: GSSSD/ER 012**

**SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R779, 295. Per annum, Level 12  
: Pretoria  
: Mandatory requirements: National Diploma / B degree in Labour Law. 3-5 years' managerial experience in a Labour Relations environment Key requirements: Practical experience in prosecuting discipline and representing the department labour related litigation. Sound knowledge of legislative framework. Practical experience in Chamber negotiations will serve as a strong advantage. Excellent communications skills, both written and verbal. Computer literacy in MS Office packages. Valid driver's licence.

**DUTIES** : Provide advice on Labour/Employment Relations with the Public Sector relevant to the dti. Draft opinions relating to Employment Relations matters. Provide advice and manage resolution of employee related discipline in the dti. Manage, co-ordinate and implement disciplinary action taken against employees in the department. Manage, co-ordinate litigation matters (conciliations/arbitrations) against the department and represent the dti in the bargaining council. Represent the department at various Labour Dispute Resolutions forums. Liaise with State Attorneys, State Law Advisors, and Directorate: Public Prosecutions and private counsel on behalf of the dti when required. Analyze trends and compile monthly management reports and recommendations. Maintain Employment Relations database and submit quarterly management reports. Establish and maintain structures for on-going consultation/interaction with trade unions and employee participation in decision-making processes in the workplace. Develop line management through presenting training on Labour Relations.

**ENQUIRIES** : Leonard Mabokela: 012 394 1809/Lebogang Malebe: 012 394 1835/Khanyo Xaluva: 012 394 1563/Sboniso Mncwango: 012 394 1499

**NOTE** : In terms of the dti's EE requirements preference will be given to African female candidates.

**POST 50/187** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: ODG/CFO 017**

**SALARY CENTRE REQUIREMENTS** : Commencing salary package of R334, 545. Per annum, Level 09  
: Pretoria  
: Mandatory requirements: National Diploma or Degree in Financial Management. 3-5 years' experience in Financial Management environment of which 3 years must be in Expenditure / Revenue / Supply Chain Management / Budgeting. Key requirements: Experience in an internal control environment. Experience in financial reporting. Knowledge of Financial Prescripts (Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines), Supply Chain Management Framework, ICT Procurement, Government Financial Systems (LOGIS, BAS and PERSAL) and processes, MS Office packages. Skills: Communication skills (both written and verbal), Interpersonal skills, report writing skills, Problem solving skills, accounting and analytical skills. Personal attributes: Ability to communicate at all levels, Assertiveness, Team player, People and client orientated, Trustworthy, Leadership, integrity

**DUTIES** : Identify potential compliance vulnerability and risk in finance and supply chain management environment. Compile reports on specific financial control processes and reporting requirements. Assess the effectiveness of internal controls on finance and supply chain systems to identify control weaknesses. Handle investigations of all reported cases of financial exceptions and other SCM and Finance projects. Provide inputs into the review and update SCM Standard Operating Procedure Manual, Delegations document and Policy for the Department. Develop an effective compliance training program for all employees and managers. Monitor and evaluate the performance of the compliance program and related activities. Coordinate the audit between the Department and AGSA Provide support to Divisions in implementing and monitoring compliance with Finance and Supply Chain Management prescripts. Perform ad hoc responsibilities as and when required.

**ENQUIRIES** : Leonard Mabokela: 012 394 1809/Lebogang Malebe: 012 394 1835/Khanyo Xaluva: 012 394 1563/Sboniso Mncwango: 012 394 1499

**NOTE** : In terms of the dti's EE requirements preference will be given to Coloured, Indian and White candidates as well as people with disabilities.

**POST 50/188** : **ASSISTANT DIRECTOR: SAFETY REF NO: GSSSD/AMS 049**

**SALARY CENTRE REQUIREMENTS** : Commencing salary package of R417, 552. Per annum, Level 10  
: Pretoria  
: Mandatory requirements: National Diploma/B Degree in Safety Management  
3-5 years' experience in Occupational Health and Safety Environment Key requirements: Qualifications and experience as a Safety Trainer/Investigator. Knowledge of the National Building and Fire Regulations. Experience in contingency planning, environmental management and policy development. Communication skills (verbal and written). Computer literacy in all MS packages. A valid driver's license. Candidate must be willing to work overtime and travel.

**DUTIES** : Manage the Occupational Health and Safety (OHS) function in the Department in compliance with the OHS Act of 1993. Conduct hazard identification and risk assessment for the dti Campus and Regional Offices. Administer appointments of safety staff within the dti. Write quarterly reports and assessments. Address rectification plans. Investigate injuries on duty and liaise with the Department of Labour. Ensure orientation and training of staff. Draft and coordinate contingency plans for the dti Campus in the event of an emergency. Liaise and coordinate with internal and external stakeholders. Procure and maintain emergency equipment for the dti. Conduct emergency drills on the dti Campus. Coordinate with Business Continuity Project teams and give support to the "Operational Directors" during emergency management drills and training.

**ENQUIRIES** : Leonard Mabokela: 012 394 1809/Lebogang Malebe: 012 394 1835/Khanyo Xaluva: 012 394 1563/Sboniso Mncwango: 012 394 1499

**NOTE** : In terms of the dti's EE requirements preference will be given to Coloured Female and White candidates as well as people with disabilities.

**POST 50/189** : **ASSISTANT DIRECTOR: SALARIES, TRAVEL AND SUBSISTENCE REF NO: ODG/FIN ACC 003**

**SALARY CENTRE REQUIREMENTS** : Commencing salary package of R417, 552. Per annum, Level 10  
: Pretoria  
: Mandatory requirements: Qualification: National Diploma/B Degree in Financial Management. Experience: Minimum 3-5 years' experience in a financial environment Key requirements: experience in salaries environment in public service. Experience in financial reporting. Experience in Persal system. People management/supervisory experience. Strong interpersonal and communication skills.

**DUTIES** : Create, maintain and amend user profiles on Persal. Review, analyse and implement changes and enhancements to the Persal system to ensure optimal efficiency. Generate daily, weekly, monthly, quarterly and annual Reports on Persal, verify and implement remedial action where necessary. Monitor and maintain user activities per profile allocated. Authorize and activate new Objective and Responsibility codes on Persal. Create and maintain cost centre numbers on Persal. Provide training to users on an on-going basis. Report stem errors and implement actions to rectify. Manage the distribution of payrolls before pay date. Review, analyse received certified payrolls and update HR on payrolls with comments/notes. Reconcile received vs. distributed payrolls then follow up on outstanding payrolls. Verify and authorise appointments on Persal. Verify and authorise promotions on Persal. Verify and authorise leave discounting on Persal for payment. Analyse the Persal reports and allocate rejected transactions on Persal. Conduct post audit to confirm authenticity of payments after processing on Persal and Bas. Manage the clearing of Persal exceptions on BAS system. Monitor and maintain ACB limit issues. Manage the process of transferred officials into the department. Verify and authorise terminations on Persal. Verify and authorise leave discounting for terminations on Persal. Ensure that tax matters are finalised on Persal before signing off debt form. Manage the process of transferred officials to other government departments. Manage the process for interdepartmental claims. Monitor reconciliation of taxes recovered and paid over to SARS. Manage the finalisation and submission of Biannual and Annual Tax reconciliation. Manage submission of monthly tax declarations before due

dates. Monitor distribution of tax certificates annually for the employees of the department. Communicate of follow up with SARS on tax related issues. Review and analyse monthly ledge reconciliation to assess un-cleared transactions. Follow- up actions taken to clear all transactions in ledger accounts, and assessment of the relevance of balances in terms of associated accounting transaction, such as interdepartmental claims. Monthly, quarterly and annual financial statements-inputs relevant to specific operational area submitted by due dates. Manage human resources issues. Provide inputs in to the strategic planning of section and execution of the operational plan. Ensure optimal performance of subordinates to enhance performance and service delivery. Manage quarterly assessment of sub-ordinates. Identify problems and possible solutions or alternate methods to ensure customer satisfaction. Support clients with salary related enquiries and implements corrective measures where necessary. Attend to enquiries which are received via Helpdesk and report on the status thereof. Provide training to the dti staff in respect of policies and procedures

**ENQUIRIES** : Leonard Mabokela: 012 394 1809/Lebogang Malebe: 012 394 1835/Khanyo Xaluva: 012 394 1563/Sboniso Mncwango: 012 394 1499

**NOTE** : In terms of the dti's EE requirements preference will be given to Indian male, Coloured and White female candidates as well as people with disabilities.

**POST 50/190** : **SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING AND INTERNAL CONTROL REF NO: ODG/CFO 005**

**SALARY CENTRE** : Commencing salary of R281, 418. Per annum, Level 08  
: Pretoria

**REQUIREMENTS** : Mandatory requirements: Minimum: National Diploma / B Degree in Accounting. Minimum: 3-5 years' experience a Finance environment of which 2 years in Financial Statement compilation. Key requirements: extensive knowledge of and experience in the preparation and analysis of financial statements. Knowledge Public Finance Management Act, Public Service Act, Preferential Procurement Policy Framework Act, Treasury Regulations and Public Service Regulations. People Management, Strategic Capability and leadership skills. Presentation and Interpersonal skills. Communication (verbal and written). Stakeholder relations management. Planning and organizing skills. Research Methodology skills. Analytical and systems thinking skills. Knowledge of the dti business. Modified Cash Standard. Report writing, Project Management and Analytical skills.

**DUTIES** : compilation of project plans for monthly, quarterly and annual Financial Statements (AFS). Advise and guide various stakeholders on the compilation of the monthly, quarterly and annual Financial Statements in accordance with the relevant accounting standards. Assess the monthly, quarterly and annual Financial Statements that are prepared in accordance with the relevant accounting standards. Provide recommendations to all relevant stakeholders on procedures to be followed on the monthly, quarterly and annual financial statements. Monitor and ensure timely identification and compliance with evolving accounting guidance, interpretation and provide interpretation of the Modified Cash Standards (MCS) as issued by National Treasury. Manage and coordinate the planning, preparation and completion of the financial statements within agreed time lines. Review prepare and review Financial Statements and submit to management for consideration. Manage and review the compilation of working papers to support the monthly, quarterly and annual Financial Statements. Perform mini audits on the notes to the financial statements (contingent liabilities, assets, accruals, provisions and library books etc.). Prepare and review other audits performed within the unit on inputs received from various stakeholders. Quality assure the classification of items in the general ledger reconciliations (suspense and clearing accounts) against the working papers and supporting schedules to ensure they reconcile. Investigate and report on complex financial transactions and prepare reports summarizing the findings and recommended actions to ensure continuous improvement and compliance.

**ENQUIRIES** : Leonard Mabokela: 012 394 1809/Lebogang Malebe: 012 394 1835/Khanyo Xaluva: 012 394 1563/Sboniso Mncwango: 012 394 1499