

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

<u>APPLICATIONS</u>	:	Can be submitted: Via e-mail to applications@thedtic.gov.za (Ref no. must appear in subject-line – if no reference no is provided the application may not be considered), by post to The Director: Human Resources Management, Private Bag X84, Pretoria, 0001; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
<u>CLOSING DATE</u>	:	14 May 2025
<u>NOTE</u>	:	The application must include a completed and signed new Z83 Form, obtainable from any Public Service Department, the dtic website or on the internet at www.gov.za , and a detailed Curriculum Vitae. Applications received that do not comply with this requirement will not be considered. Certified copies of qualifications and Identity Document or any other relevant documents are to be submitted by only shortlisted candidates to HR on or before the day of the interview date. Shortlisted candidates will be subjected to a technical exercise and the selection panel for the SMS position 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 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 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. 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. Background verification, social media checks, and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. 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 affirmative action employer.

OTHER POSTS

<u>POST 14/103</u>	:	<u>DEPUTY DIRECTOR: TRADE IN SERVICES REF NO: (TPN&C-078)</u> Overview: To develop and implement actions/programmes to facilitate Trade in Services growth.
<u>SALARY</u>	:	R1 059 105 per annum (level 12) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Trade, Investment, Business Law, International Political Economy, Sustainable Development, Business Development or Analytics as recognised by SAQA. 3-5 years managerial experience in a trade / investment environment in the services economy sectors. Key Requirements Experience in international trade, investment, business law, sustainable development / business development and sector / regulatory analysis. Ability to analyse and interpret international agreements and policy documents. Strong stakeholder engagement and relationship-building skills across sectors and governments. Proven ability to manage and execute trade / investment / business -related projects. Knowledge of the international and South Africa's trade environment. Persuasive and strategic communication skills including report writing, and oral presentation skills. Effective strategic, analytical and problem-solving capabilities. Competency in Microsoft Office and project management tools. Ability to work under pressure and deliver on tight

<u>DUTIES</u>	:	<p>deadlines. Sound people and team management experience. The successful candidate must possess or be able to obtain the necessary security clearance.</p> <p>Negotiations: Support the development and implementation of trade in services negotiation strategies. Participate in negotiations and prepare technical notes, legal opinions, and stakeholder briefings. Conduct risk assessments and provide inputs into agreements and schedules of commitments. Research and Analysis: Conduct technical and statistical research to inform policy-making and negotiations. Prepare policy briefs, reports, and presentations based on trade in services trends and data. Monitor and report on legal, regulatory and negotiation developments in trade in services. Project Management: Implement and manage projects aligned to trade in services objectives. Oversee timelines, risk mitigation strategies, and effective resource allocation. Ensure delivery of results in accordance with project objectives and timeframes. Stakeholder Management: Liaise with stakeholders across public, private and international sectors. Coordinate consultations, promote awareness of trade in services, and maintain stakeholder databases. Manage risks and ensure consistent engagement aligned with strategic priorities. Sub-Directorate Management: Contribute to the overall functioning of the Sub-Directorate and Directorate's work programme. Support planning, performance management and reporting functions. Ensure effective risk and human resource management in the unit.</p>
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/104</u>	:	<p><u>MANAGER: COMPLAINTS HANDLING REF NO: (SID&ETB-080)</u></p> <p>Overview: To manage the development and maintenance of the complaints handling system, procedures, and processes, and to report on complaint trends.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 059 105.per annum (level 12) (All-inclusive remuneration package)</p> <p>Sunnyside Pretoria</p> <p>Undergraduate qualification (NQF Level 7) in Public Administration, Business Administration, Social Science, Economic Science, Law. or related field. Minimum of 3-5 years' relevant experience in complaints handling and resolution at junior/middle management level. key requirements: Proven experience in managing complaint handling systems and associated procedures. Ability to facilitate the development and maintenance of complaints databases and tracking mechanisms. Demonstrated ability to screen, analyse, and categorise complaints appropriately for investigation or referral. Experience in managing alternative dispute resolution processes and ensuring consistency in application. Sound leadership, project management, and financial management skills. Excellent analytical, negotiation, and communication (verbal and written) skills.Strong knowledge of the B-BBEE Act, PFMA, National Treasury Regulations, and the Constitution. Ability to manage and develop teams and contribute to strategic and operational planning.</p>
<u>DUTIES</u>	:	<p>Manage the development, implementation, and review of a comprehensive complaints handling system, ensuring its effectiveness and confidentiality at all times. Facilitate the creation and maintenance of a reliable complaints database and tracking system, monitor turnaround times, and ensure clients are kept informed of progress. Develop and implement a structured methodology for screening and analysing complaints, categorising them accurately, and ensuring appropriate referral or escalation. Manage and monitor the application of alternative dispute resolution processes, ensuring alignment with set guidelines and consistency in resolution practices. Oversee financial and human resources within the unit, provide strategic direction, and ensure alignment with the operational plan of the division. Compile and present regular reports on complaints trends, resolution outcomes, and system performance to inform decision-making at executive level.</p>
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/105</u>	:	<p><u>DEPUTY DIRECTOR: SERVICES INDUSTRIES REF NO: (IIAF&A-008)</u></p> <p>Overview: To manage the provision of an investment promotion service in the services Industries (Business Processes Outsourcing, Tourism and Creative).</p>
<u>SALARY CENTRE</u>	:	<p>R1 059 105 per annum (level 12) (All-inclusive remuneration package)</p> <p>Sunnyside Pretoria</p>

<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA in Business Management / Investment / Finance / Economics / Marketing. Or related field 3–5 years managerial experience in investment/industry/finance in either the public or private sector. Key Requirements Strong leadership and strategic planning abilities. In-depth knowledge of investment promotion strategies and investor relations. Effective stakeholder and project management skills. Excellent communication, negotiation, and research analysis skills. Understanding of economic trends and government industrial policies. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service act. Proficient in MS Packages.
<u>DUTIES</u>	:	Develop and implement investment recruitment strategies and business cases. Facilitate inward and outward investment missions. Manage investor project databases and analyse proposals. Provide investors with relevant economic and policy information. Lead the implementation of investment marketing plans. Package and promote investment opportunities locally and internationally. Track FDI flows and manage conversion of leads into projects. Coordinate and host investor visits and one-on-one meetings. Build and maintain relationships with private and public sector stakeholders. Report on international commissions and coordinate bilateral engagements. Develop and manage a CRM system for investment enquiries and regulatory support. Respond to investor leads and provide follow-up on incentives and opportunities. Oversee financial resources, assets, and human capital. Compile strategic reports and contribute to business planning..
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/106</u>	:	<u>DEPUTY DIRECTOR: PERFORMANCE MONITORING & REPORTING REF NO: (ODG-067)</u> Overview: To coordinate, implement and oversee performance monitoring, reporting, and evaluation processes in alignment with the dtic's strategic objectives and legislative frameworks to ensure accountability and continuous improvement in programme delivery.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum, (level 11) (All-inclusive remuneration package) Sunnyside Pretoria
	:	A qualification at NQF level 7 in Business / Public Administration, Development Studies, Social Sciences, Finance or related fields. 3–5 years' managerial experience in strategic planning and managing organisational performance, Key Requirements Proven experience in managing organisational performance frameworks and reporting cycles. Knowledge of government-wide planning, monitoring and evaluation frameworks and legislative requirements. Experience in compiling quarterly and annual performance reports and coordinating audit responses. Ability to analyse performance information and assess achievement against targets. Excellent coordination, facilitation and stakeholder management skills. Proficiency in Microsoft Office Suite and performance monitoring systems/tools. Strong analytical, writing and presentation skills. Good understanding of public service regulations, PFMA, and Treasury regulations
<u>DUTIES</u>	:	Coordinate performance monitoring activities across branches. Ensure indicators and targets are tracked in line with APP and Strategic Plan commitments. Conduct analysis of reported performance data and identify variances. Compile and submit quarterly and annual performance reports to relevant authorities (e.g., DPME, Treasury). Ensure the integrity and accuracy of reported information. Liaise with branches to verify and validate performance information. Facilitate internal and external audit processes related to performance information. Coordinate responses to audit queries and implement audit recommendations. Support programme evaluations and compile management reports. Coordinate planning and reporting engagements across the department. Ensure compliance with legislation, frameworks, and reporting standards. Conduct workshops and training sessions on performance monitoring and reporting requirements.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/107</u>	:	<u>DEPUTY DIRECTOR: EDITOR REF NO: (ODG-110)</u> Overview: To manage the editorial function by ensuring accuracy, consistency, and alignment with the dtic's communication objectives through editing,

proofreading, and publishing quality content across various platforms and publications.

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: R896 436. per annum (level 11) (All-inclusive remuneration package)
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: Sunny side Pretoria
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: A qualification at NQF level 7 in Journalism, Communications, Publishing, English, or related field as recognised by SAQA. 3–5 years' managerial experience in an editorial or content production environment, preferably in the public sector or corporate communications. Key Requirements Strong experience in editing and proofreading content for various audiences and platforms. Proficiency in language, grammar, writing, and editorial standards. Ability to manage publications and editorial calendars across print and digital formats. Familiarity with government communication protocols and corporate branding requirements. Experience working with layout and design teams, printers, and external communication suppliers. Project management skills and ability to meet tight deadlines. Excellent writing, interpersonal, and stakeholder management abilities. Proficiency in Microsoft Office and publishing software (e.g. Adobe InDesign, Acrobat).

DUTIES

: Editing and Content Quality Control: Edit and proofread all departmental content including reports, articles, speeches, and web material. Ensure adherence to grammar, tone, and branding guidelines. Conduct fact-checking and consistency checks across all published materials. Publishing and Editorial Planning: Coordinate production of internal and external publications including newsletters, brochures, and annual reports. Manage editorial schedules and publishing timelines. Liaise with service providers for layout, design, and printing. Stakeholder Engagement and Support: Collaborate with branches and units to source, refine and finalise content. Support media and communications teams with messaging consistency and quality assurance. Provide writing and editing support during events, launches, and campaigns. Governance and Reporting: Ensure compliance with dtic editorial policies and government communication standards. Maintain records of edited content and approvals. Compile reports on editorial activities, content pipeline and stakeholder feedback.

ENQUIRIES

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

POST 14/108

: **INVESTIGATOR (2 POSTS) (SID&ETB-081)**
Overview: To conduct investigations, search & seizure operations, raids, and execute enforcement orders to ensure compliance with the B-BBEE Act.

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: R896 436.per annum (level 11) (All-inclusive remuneration package)
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: Sunnyside Pretoria
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: Three-year undergraduate qualification (NQF Level 6) in Public Administration, Business Administration, Economic Science, Law or related field. Minimum of 3 years' relevant experience at junior management level. Key Requirements: Demonstrated experience conducting investigations, including proactive and reactive cases. Experience planning and executing search & seizure operations and raids. Strong understanding of enforcement procedures and public hearings. Working knowledge of the B-BBEE Act, PFMA, National Treasury Regulations, the Constitution, and relevant inspection legislation. Analytical, report writing and presentation skills. Strong verbal and written communication skills. Good time and conflict management abilities. Ability to prepare evidence for public hearings and recommend referrals/prosecution where necessary. Experience managing case files and maintaining security of collected evidence.

DUTIES

: Conduct proactive and reactive investigations, including planning and executing search & seizure and raid operations. Ensure compliance with enforcement orders and provide evidence at public hearings. Manage and secure case files, evidence, and report on investigation trends and outcomes. Recommend referrals or prosecution to relevant regulatory or law enforcement institutions. Support and participate in the scheduling, preparation, and execution of public hearings. Provide input to operational planning and ensure asset accountability within the sub-division.

ENQUIRIES

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

<u>POST 14/109</u>	:	<u>DEPUTY DIRECTOR: TENDERS REF NO: (ODG-193)</u> Overview: To manage the acquisition of goods and services through tender processes, ensuring compliance with supply chain regulations, transparency, and value for money in support of the dtic's operational and strategic objectives.
<u>SALARY</u>	:	R896 436 per annum (level 11) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Supply Chain Management, Public Administration, Finance, Logistics, or a related field as recognised by SAQA. 3–5 years' managerial experience in a Supply Chain Management environment with specific experience in tender/bid administration and/or management. Key Requirements Sound knowledge of public sector procurement legislation including PFMA, Treasury Regulations, and Preferential Procurement Policy Framework Act. Experience managing end-to-end tender processes including bid specification, evaluation, adjudication, and contract finalisation. Ability to manage procurement planning and alignment with the strategic and operational requirements of the department. Experience in stakeholder liaison with internal clients, bid committees, suppliers, and auditors. Excellent communication and report writing skills, including drafting tender documentation and submissions. Proficient in Microsoft Office and SCM systems such as LOGIS or eTender portal. Strong analytical, planning, and organisational skills. Integrity and the ability to work under pressure while ensuring compliance and ethical standards.
<u>DUTIES</u>	:	Tender Management and Administration: Coordinate and manage the full tender process in compliance with relevant legislation. Develop and review bid documentation, including terms of reference and evaluation criteria. Facilitate bid specification, evaluation, and adjudication processes and ensure accurate record keeping. Compliance and Governance: Ensure adherence to supply chain policies and applicable procurement laws and regulations. Maintain audit-ready records and implement corrective actions based on audit findings. Provide input into procurement risk assessments and implement mitigation strategies. Procurement Planning and Reporting. Support the development and implementation of annual procurement plans. Monitor tender progress and produce monthly, quarterly, and annual procurement reports. Track contracts awarded through tenders and ensure performance monitoring mechanisms are in place. Stakeholder Liaison and Capacity Building: Engage with internal stakeholders to support and advise on tender requirements and planning. Facilitate training and support to line functionaries on SCM and tender procedures. Coordinate with service providers and handle enquiries relating to tenders and awards.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/110</u>	:	<u>DEPUTY DIRECTOR: SAFETY REF NO: (CMSB/AMS 049)</u> Overview: To manage and monitor the dtic's compliance with all acts related to occupational health and safety (OHS) as well as environmental regulations, support events from a health and safety perspective, and oversee OHS activities on the dtic campus and regional offices including liaison with landlords and service providers.
<u>SALARY</u>	:	R896 436.per annum (level 11) (All-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 as recognised by SAQA in Safety Management or relevant field. 3–5 years' experience in an Occupational Health and Safety Environment. Key Requirements Experience in developing and implementing OHS risk assessments and mitigation plans. Knowledge of OHS Act, Safety at Sports and Recreational Events Act, Tshwane bylaws, and NEMA and assessing and ensuring workplace compliance. Ability to coordinate with internal and external stakeholders on OHS compliance. Experience in drafting and implementing contingency / emergency response including evacuation plans. Skills in facilitating OHS training including First Aid, Fire Marshal, ERP, and other safety programmes. Experience with procurement and contract management of OHS service providers and equipment. Experience in developing, reviewing and implementing OHS policies and compile reports for internal and external stakeholders, including investigations and incidents related to OHSA in meeting regulatory requirements. Strong stakeholder

DUTIES

engagement, interpersonal, problem-solving, and planning abilities. Computer literacy in MS Office and familiarity with SHEMTRAC systems, OHS 45001 and knowledge on the Disaster Management Act.

: Risk / OHS Compliance Assessment: Develop and manage the implementation of hazard identification and risk assessment plans for the dtic campus and its regional offices. Coordinate internal and external stakeholder engagements on OHS compliance, including event risk support. Assess, manage and report on campus and regional offices safety compliance, audit findings, and noncompliance resolutions. Contingency Plans: Draft and implement contingency and emergency response plans, including conducting evacuation drills. Support event safety planning and coordinate with emergency services for readiness. Training: Facilitate training sessions for First Aid, Fire Marshals, OHS Representatives, and Emergency Response teams, management representatives and S16.2 appointments. Coordinate orientation for newly appointed OHS staff and manage training providers. Procurement: Procure ERP equipment and manage contracts with OHS training and service providers. Oversee the maintenance and readiness of emergency safety equipment. Reporting, Policies and Communication: Compile OHS reports, policies, and audit responses for internal and Department of Employment and Labour use, including on investigations of incidents and any encountered violations. Coordinate staff ERP appointments and ensure communication of responsibilities. Collate and submit environmental compliance inputs and maintain regular reporting cycles. Manage and coordinate statutory OHS meetings and engagements with designated OHS representatives and organised labour determined by legislation. Awareness creation of latest regulatory amendments and departmental responses to ensure compliance.

ENQUIRIES

: Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

POST 14/111

: **ASSISTANT DIRECTOR: STATISTICAL ANALYSIS & MODELLING REF NO: (RESEARCH-028)**

Overview To support economic and policy decision-making by conducting robust statistical analysis, modelling and data interpretation in alignment with the strategic goals of the dtic.

SALARY CENTRE REQUIREMENTS

: R582 444.per annum (level 10)
: Sunnyside, Pretoria
: A qualification at NQF level 7 in Statistics and Economics, Econometrics and Statistics, Mathematical Statistics and Economics, or related field as recognised by SAQA. 3–5 years' experience in statistical analysis, modelling or quantitative research environment. Key Requirements: Experience in designing and conducting quantitative research and analysis. Proficiency in statistical software such as SAS, STATA, R, Python, or SPSS. Ability to apply econometric and statistical modelling techniques to support policy analysis. Experience in data collection, cleaning, validation, and transformation. Strong analytical and problem-solving skills in the context of economic or sectoral data. Ability to translate complex data into reports and presentations for both technical and non-technical audiences. Knowledge of public policy environment and economic development priorities. Excellent written and verbal communication skills. Proficiency in MS Office and data visualisation tools.

DUTIES

: Statistical Analysis and Modelling: Conduct data analysis and develop statistical models to inform policy and strategy. Interpret economic and sector-specific trends using relevant modelling tools. Prepare modelling outputs to support evidence-based decision-making. Research and Data Management: Collect, clean and validate data from various internal and external sources. Ensure data integrity and consistency in support of high-quality analytical outputs. Maintain databases, documentation and metadata for repeatable and transparent research. Reporting and Presentation: Prepare technical reports, policy briefs, and visual presentations based on analytical work. Communicate insights and trends to stakeholders in a clear and concise manner. Assist with preparing responses to data and analysis-related requests from senior management or external stakeholders. Stakeholder Support: Collaborate with internal teams to support data-driven policy and programme development. Liaise with national statistical agencies, academia, and research bodies where necessary. Participate in working groups and technical discussions related to data and modelling.

<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe, 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/112</u>	:	<u>ASSISTANT DIRECTOR: SERVICES INDUSTRIES REF NO: (IIAF&A-010)</u> Overview the dtic is looking for a dynamic, detail-oriented, and motivated professional to join the Services Industries Investment Promotion team. The successful candidate will support the attraction, retention and expansion of local and foreign direct investment (FDI) in the Business Process Outsourcing, Tourism, and Creative sectors.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (level 10) Sunnyside, Pretoria A qualification at NQF level 7 in in Business Management/Investments/ Finance/ Economics/ Marketing, or related field as recognised by SAQA. 3–5 years' experience in a relevant field (Industry, Marketing, or Finance in either public or private sector. Key Requirements: Experience Demonstrated ability to support investment promotion initiatives. Strong stakeholder engagement and communication skills. Ability to analyse investment proposals and prepare research reports. Good understanding of economic trends and public policy. Ability to work independently, meet deadlines, and manage multiple priorities. Knowledge and understanding of Public Finance Management Act and Treasury Regulations, public service act. Proficient in MS Packages.
<u>DUTIES</u>	:	Contribute to the development of investment recruitment strategies. Support the execution of inward and outward investment missions. Maintain and update the investor projects database. Conduct research and provide analysis on investment proposals. Assist with lead generation and risk mitigation strategies. Support the development and implementation of marketing plans. Facilitate early-stage investor engagement and visit coordination. Track and analyse foreign direct investment trends. Prepare and package investment project information for conferences and missions. Develop initial value propositions and sector insights. Establish and maintain partnerships with both public and private stakeholders. Promote effective communication and collaboration across sectors. Ensure quality assurance on CRM inputs. Follow up on investment enquiries and regulatory matters. Identify target investor groups for specific incentives. Collate inputs for quarterly and annual business plans and reports. Contribute to risk reporting and mitigation planning. Assist in managing the human resources of the sub-sub-directorate.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/113</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL STATEMENTS (ODG-233)</u> Overview To provide support to the Office of the Chief Financial Officer in the execution of their functions in terms of the Public Finance Management Act, 1999 and the Treasury Regulations regarding financial reporting.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum (level 9) Sunnyside, Pretoria A qualification at NQF level 7 in Financial Management or a Finance-related field in accounting as recognised by SAQA. 3–5 years' experience in Financial Management, of which 2 years must be in the compilation of financial statements. Key Requirements: Thorough understanding of the PFMA, Treasury Regulations, MCS and AMD. Experience in the preparation and review of monthly, quarterly, and annual financial statements. Ability to coordinate internal and external audit activities and respond to audit queries. Experience in reviewing general ledger accounts, suspense and clearing accounts, and financial statement working papers. Ability to interpret the trial balance and identify misallocations and control weaknesses. Strong planning and organisational skills, and attention to detail. Excellent report writing, communication and analytical skills. Proficiency in Microsoft Office packages, especially Excel, Word, and PowerPoint. Experience engaging with stakeholders including National Treasury and Auditor-General.
<u>DUTIES</u>	:	Financial Reporting: Generate project plans for monthly, quarterly, and annual financial statements in line with MCS and AMD. Interpret amendments to MCS/AMD and ensure compliance in financial reporting. Verify the compiled financial statements against inputs received from various stakeholders for accuracy, completeness and compliance. Coordinate the planning, preparation, verification and submission of financial statements and trial

balance to relevant authorities. Review draft reports, prepare commentaries on financial statements to management to assist with informed decisions and implementation thereof, and verify compliant working papers. Facilitate and review of the Annual Report. Submission of interim and annual financial statements to National Treasury and or Auditor General. Internal and External Audit Procedures: Assist with internal and external auditors during audits and address audit queries. Provide verified supporting documentation and implement resolutions from audit findings and audit requests, for both internal and external auditors. Arrange ad-hoc meetings where applicable. Review of Financial Statements (Internal Control): Review general ledger accounts, working papers, and supporting schedules. Identify control deficiencies through review processes, prepare memos, and follow up on corrective actions. Perform lease and revenue reviews and ensure the completeness of reporting registers. Business plans and reports. Contribute to risk reporting and mitigation planning Assist in managing the human resources of the sub-sub-directorate. Review monthly, quarterly and annual financial statements for compliance and accuracy against verified working papers. Financial Statement Forums and Meetings: Participate in and implement resolutions from forums and meetings convened by National Treasury. Resolve issues related to financial reporting through consultation and collaboration. Stakeholder Management: Communicate financial reporting requirements and policy updates to stakeholders. Engage with external bodies such as National Treasury and Auditor-General as required.

ENQUIRIES : Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809

POST 14/114 : **NON-PROLIFERATION OFFICER REF NO: (TPN& C-063)**
Overview: To provide technical support to the South African Council for the Non-Proliferation of Weapons of Mass Destruction in implementing South Africa's obligations under international treaties and regimes such as the Comprehensive Nuclear-Test-Ban Treaty, Nuclear Suppliers Group, Treaty on the Prohibition of Nuclear Weapons, Missile Technology Control Regime, and UN Security Council Resolution 1540.

SALARY : R397 116. per annum, (level 8)
CENTRE : Sunnyside Pretoria
REQUIREMENTS : A qualification at NQF level 7 in Engineering (Electrical or Mechanical) or Science with majors in Physics and/or Chemistry, as recognised by SAQA. 3–5 years' experience in Electrical or Mechanical Engineering, or Chemical or Physical Sciences environment. Key Requirements: Experience with evaluating permit applications and applying non-proliferation legislation. Understanding of South Africa's obligations under international non-proliferation treaties and regimes. Experience working with government and international stakeholders in technical or regulatory environments. Ability to coordinate technical inspections, meetings and stakeholder engagements. Strong report writing, research, and scientific analysis skills. Ability to contribute to compliance reporting and support committee structures. Competency in MS Office and project management tools. High attention to detail and strong analytical thinking skills. Excellent communication, relationship management, and interpersonal skills.

DUTIES : Implement Non-Proliferation Legislation: Evaluate permit applications and interpret legislation for industry guidance. Coordinate registration and permit processes, and investigate controlled goods end users. Support compliance teams and provide technical input at meetings. Coordination and Networking: Coordinate with stakeholders across government and industry on nuclear and missile delivery systems. Facilitate logistics for local and international inspections and participate as part of South African escort teams. Support International Obligations and Council Committees: Align national implementation with international commitments under MTCR, NSG, CTBT, etc. Provide secretarial support and implement decisions of coordinating committees. Contribute to national reports and committee activities. Administer MoUs and SLAs: Lead approval and implementation of the MoU with the Financial Intelligence Centre. Facilitate budgeting, payments and reporting for the SLA with Council for Geosciences. Participate in International Forums: Attend international meetings related to CTBT, TPNW, NSG, and MTCR. Evaluate working papers and prepare technical position papers. Capacity Building: Organise training and educational visits for Council

		Committee members. Provide instructional support for strategic trade enforcement training.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809
<u>POST 14/115</u>	:	<u>BBB-EE INVESTIGATION & ENFORCEMENT OFFICER</u> <u>REF NO: (SID&ETB-087)</u> To perform investigation and enforcement functions to ensure compliance with the B-BBEE Act and report on complaint trends.
<u>SALARY</u>	:	R325 101. per annum (level 7)
<u>CENTRE</u>	:	Sunnyside Pretoria
<u>REQUIREMENTS</u>	:	Three-year undergraduate qualification (NQF Level 6) in Public Administration, Business Administration, Economic Science, Law, or a related field. 3 years of relevant experience in investigation and enforcement or related field 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.
<u>DUTIES</u>	:	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. 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.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: 012 394 1563 / L Mdashe , 012 394 3103/ L Mabokela 012 394 1809