

DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

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

: 23 June 2025

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. Shortlisted candidates will be subjected to a technical exercise and the selection panel for Senior Management Services (SMS) positions will further recommend candidates to attend a generic managerial competency-based assessment. The Senior Management Pre-Entry Programme (Nyukela Programme) as endorsed by the National School of Government (NSG) must be completed before an appointment on SMS level can be considered. The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. No appointment on SMS level will take place without the successful completion of the pre-entry certificate and submission of proof thereof. Background verification, social media checks and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Applications received after the closing date will not be considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful. The dtic reserves the right not to fill any advertised position(s). The dtic is an equal opportunity and affirmative action employer, and candidates whose appointment will promote representivity, will be given preference.

MANAGEMENT ECHELON**POST 19/125**

: **CHIEF DIRECTOR: PRIMARY MINERALS PROCESSING AND CONSTRUCTION REF NO: IC&G-144A**

12-month contract post

Overview: To provide strategic leadership and management to the Primary Minerals Processing and Construction Chief Directorate with the Industrial Competitiveness & Growth Branch.

**SALARY
CENTRE
REQUIREMENTS**

: R1 436 022 per annum (Level 14), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7, as recognised by SAQA in Science, Engineering, Mineral Economics, Commerce, or a related field. 5 years' relevant experience at a senior managerial level in development and implementation of industrial / economic policies in the Primary Minerals Processing and/or Construction sectors. In-depth understanding of Industrial Policy, the Critical Minerals Strategy, and the Beneficiation Strategy for the minerals industry, as well as broader government policies. Proven experience in people management, financial oversight, and strategic planning. Strong communication and negotiation skills to represent the department effectively. Understanding of PFMA, Public Service Act, and Regulations, Treasury Regulations. Proficient in monitoring and evaluation, project management, and research analysis for policy and programme development. Ability to build and maintain strategic partnerships with national and international stakeholders, including government, industry bodies, and research institutions.

DUTIES

: Strategy and Planning: Manage strategic planning for the chief directorate. Direct, manage, and transform the Chief Directorate into a highly effective Primary Minerals Processing and Construction unit for inclusion in the National Industrial Policy. Establish clear performance criteria and service standards for staff. Design and implement strategies and action plans in the sectors incorporated in the National Industrial Policy. Design and implement strategies and action plans towards implementing the Critical Minerals Strategy of the country towards contributing to the green economy. Coordination and development of interventions: Provide guidance to develop and manage systems, policies, and procedures to ensure effective and efficient growth of the Primary Minerals Processing and Construction industry in South Africa. Lead the coordination and development of interventions in line with priorities Primary Minerals Processing and Construction industry. Identify and address challenges faced by the Primary Minerals Processing and Construction Sector. Conduct research and implement business processes. Monitoring and Evaluation: Monitor the performance of the chief directorate against business and project plans and introduce corrective measures where necessary. Ensure compliance with the integrated performance reporting system, including high-level dashboard reporting. Monitor and evaluate the strategy implemented in the Primary Minerals Processing and Construction chief directorate. Stakeholder Management: Establish and maintain strategic partnerships with local and international institutions in the area of Primary minerals Processing and Construction. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders to ensure implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system. Chief Directorate Management: Oversee the financial resources and assets of the Chief Directorate. Oversee and manage human resources. Oversee the strategic planning of the unit and execution of the operational and business plan. Oversee the reporting against the Chief Director's business and operational plans.

ENQUIRIES

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

POST 19/126

: **CHIEF DIRECTOR: TECHNICAL INFRASTRUCTURE REF NO: IC&G - 082**
Overview: To provide strategic leadership and management to the Technical Infrastructure Unit within the Branch.

**SALARY
CENTRE
REQUIREMENTS**

: R1 436 022 per annum (Level 14), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7, as recognised by SAQA in a Science, Engineering or Commercial field. 5 years' relevant experience at a senior managerial level in a Technical infrastructure-related environment. Extensive experience in technical infrastructure areas, including standards, accreditation and metrology. Sound knowledge of industrial policy and its application to technical infrastructure. Proven stakeholder management experience and ability to develop strategic partnerships locally and internationally. Proven ability in strategy planning, performance monitoring, and reporting. Experience in managing multidisciplinary teams and overseeing financial and operational performance. Excellent communication, project management, and policy development skills. Knowledge of relevant legislation, including the Standards Act, Metrology Act, NRCS Act, PFMA, and Public Service Regulations. Advanced skills in research, analysis, and corporate governance.

DUTIES

: Strategic Planning: Manage strategic planning for the chief directorate. Direct, manage, and transform the chief directorate into a highly effective technical infrastructure unit. Establish clear performance criteria for staff and service standards in consultation with external stakeholders. Design and implement strategies and action plans in the sectors incorporated in the Industrial Policy. Manage and guide the work of Technical Infrastructure entities to ensure alignment with the dtic's strategic plans and industrial policy. Coordination and development of interventions. Provide guidance to develop and manage systems, policies, and procedures to ensure effective and efficient growth of the Technical Infrastructure. Lead the coordination and development of interventions in line with Technical Infrastructure priorities. Identify and address challenges faced by the Technical Infrastructure sector. Conduct research and

implement business processes. Monitoring and Evaluation: Monitoring performance of the chief directorate against business and project plans, and corrective measures are introduced where necessary. Ensure compliance with the integrated performance reporting system, including high-level dashboard reporting. Monitor and evaluate the strategy implemented in the Technical Infrastructure. Stakeholder management: Establish and maintain strategic partnerships with local and international institutions in the area of Technical Infrastructure. Engage in ongoing interaction with key stakeholders. Manage the relationships with key stakeholders to ensure the implementation of the programs. Ensure effective communication of the work of the chief directorate to key stakeholders. Ensure that there is a coherent system and framework for stakeholder engagement. Develop and maintain strong relationships with the stakeholders. Chief Directorate Management: Oversee the financial resources and assets of the Chief Directorate. Oversee and manage human resources. Oversee the strategic planning of the unit and execution of the operational and business plan. Oversee the reporting against the Chief Directorate's business and operational plans.

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

POST 19/127 : **DIRECTOR: LEATHER & FOOTWEAR REF NO: IC&G - 024**
Overview: To manage the development and implementation of policies, strategies, and programmes for the Leather & Footwear sectors as part of the customised sector programme for Clothing & Textiles.

SALARY CENTRE REQUIREMENTS : R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7, as recognised by SAQA in Commerce, CTFL Related Studies, Economics or a related field. 5 years' relevant experience at a middle/senior managerial level in an industrial/economic policy development environment in the public/private sector. Key Requirements: Proven experience in policy development, programme implementation and stakeholder engagement. Experience in the Leather, Footwear or related sector. Strong understanding of the Industrial Policy Action Plan and Retail CTFL Masterplan. Experience in research, analysis and monitoring of sector performance. Ability to manage strategic planning and financial resources of a directorate. Excellent communication, negotiation, and coordination skills. Proficiency in Microsoft Office and project management tools. Knowledge of public sector frameworks and intergovernmental collaboration. Leadership and team management capabilities, including mentoring and coaching.

DUTIES : Strategies, Policies and Procedures: Develop and implement policies and strategies for the Leather & Footwear sector. Manage the implementation of the Industrial Policy Action Plan and Retail CTFL Masterplan. Advocate for policy changes and coordinate sector interventions. Maintain databases of key companies and identify growth opportunities in sub-sectors. Stakeholder Management: Engage with stakeholders, including national departments, provincial bodies and municipalities. Collaborate with industry associations, clusters and organised labour. Represent the department in forums addressing sector-specific challenges. Research and Analysis: Oversee quarterly analysis of the Leather & Footwear sector performance. Guide research initiatives to support evidence-based policy and strategy development. Conduct sector reviews in line with policy plans. Monitoring and Evaluation: Review policies and methodologies, benchmarking against international practices. Manage external consultants for sector-related studies and provide programme implementation support. Directorate Management: Manage human and financial resources of the directorate. Oversee strategic and operational planning of the unit. Ensure compliance with governance requirements and drive staff development.

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

<u>POST 19/128</u>	:	<u>DIRECTOR: LEGAL SERVICES (LITIGATION) REF NO: CMSB - 013</u> Overview: To manage the legal services functions of the department and its agencies, including legal opinions, litigation, contract management, and legislation development and interpretation.
<u>SALARY</u>	:	R1 216 824 per annum (Level 13), (all-inclusive remuneration package)
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7, as recognised by SAQA in Law, and admission as an Attorney or Advocate of the Bar Council. 5 years' relevant experience at a middle/senior managerial level within the legal field. Extensive experience in legal opinion drafting, contract management, legislation development, and litigation. Knowledge of the South African legal system, civil litigation, criminal procedure, and court rules. Experience in alternative dispute resolution, legal advisory, and legal compliance. Strong research, analytical, drafting, and conflict resolution skills. Ability to interpret legislation and manage high-level legal correspondence. Knowledge of legal prescripts governing the Public Service, not limited to the Public Service Regulations, Public Finance Management Act, 1999, Constitution of the Republic of South Africa, 1996, and applicable case law. Excellent work ethic, interpersonal, verbal, and written communication, negotiation, and policy analysis skills. Proficient in MS Office and legal research tools. Experience in managing teams and providing legal administrative support.
<u>DUTIES</u>	:	Legal Opinions: Draft legal opinions and oversee research on legal principles. Consult with counsel and external service providers. Advise on contractual, statutory not limited, Promotion of Administrative Justice Act, 2000 (Act No. 3 of 2000) and the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000), Constitution of the Republic of South Africa, 1996 matters, and manage internal appeals. Litigation: Manage litigation instituted by or against the department. Provide legal advice on court judgments and manage alternative dispute resolutions. Oversee pleadings, court attendance and implementation of court orders. Ensure adequate information and complete briefs for counsel. Prepare submissions to the Director-General (DG) and Minister. Provide instructions to State Attorneys. Provide support during trials and ensure affidavits are correct and complete. Alert the DG and Minister and give legal advice on court judgments, implications, risks, and manage alternative dispute resolutions. Contract Management: Draft, vet, and negotiate domestic and International contracts to ensure consistency and protect the departmental interests. Provide legal opinions on contract-related matters. Manage Alternative Dispute Resolution arising from contractual and competition-related matters. Liaise with the stakeholders for ratification processes in line with legal frameworks. Legislation Development and Support: Develop annual legislative programmes and provide legal input during parliamentary processes. Review external legislation impacting the department's operations. Advise on legislative drafting and monitor related litigation. Legal Administrative Inquiries: Respond to legal administrative inquiries and prepare related legal correspondence. Raise awareness and implement legal interventions across the department. Directorate Management: Manage the financial and human resources of the unit. Lead strategic planning and ensure operational execution and compliance.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

OTHER POSTS

<u>POST 19/129</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL INFRASTRUCTURE COMPULSORY SPECIFICATIONS AND ACCREDITATION REF NO: IC&G – 084</u> Overview: To develop, support and advise on Technical Infrastructure processes, policies, and programmes as they specifically relate to Accreditation, Compulsory specifications, and Building Regulations.
<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, as recognised by SAQA in Economics / Public Administration/Engineering/Science or related field. 3–5 years' relevant managerial experience in the Technical Infrastructure field. In-depth

DUTIES

knowledge of Industrial Policy. Sound knowledge of Technical Infrastructure, including Accreditation, Compulsory Specifications and Building Regulations as well as the related legislation. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government's broader economic policies. Ability to manage research, analysis, monitoring and evaluation projects related to the sector. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).

: Develop and review strategies, policies and procedures: Develop and review the process of developing the Technical Infrastructure policies on Accreditation, Compulsory Specifications and Building Regulations for SA, SADC, AFCFTA and internationally, including at the WTO TBT Committee. Develop and give inputs in the implementation of the Industrial Policy processes, relating to the development of the Key Action Programmes. Engage in continual policy advocacy and coordination of the Technical Infrastructure Entities, i.e. SANAS and NRCS to strengthen the ability of manufacturing and other value-added sectors. Provide support and guide the work of Technical Infrastructure entities to ensure alignment with the dtic's strategic plans and industrial policy. Provide support in the implementation of the Accreditation Act, the National Regulator for Compulsory Specifications Act and the Building Regulations Act. Stakeholder Management: Provide support in liaising, consulting and networking with appropriate and relevant agencies and other stakeholders for developing joint programs. Participate in all forums of the department and focus on addressing technical infrastructure challenges. Participate in the identification of Technical Infrastructure entities and other stakeholders' needs related to Accreditation, Compulsory Specifications and Building Regulations in particular. Oversee the maintenance of the stakeholder database. Build and maintain relations with Technical Infrastructure entities and other stakeholders, including other Government departments and tiers of government, organised business and labour. Research and Analysis: Conduct research, undertake technical analysis of the technical infrastructure and recommend appropriate policies and strategies focusing on Accreditation, Compulsory Specifications and Building Regulations. Research issues related to competitiveness and the development of appropriate interventions within the technical infrastructure. Monitoring and Evaluation: Continuously review policies and methodologies related to the Directorate's strategic focus and benchmark against international best practice, focusing on Accreditation, Compulsory Specifications, and Building Regulations. Conduct annual reviews with regard to the impact of Technical Infrastructure interventions and prepare reports. Reporting: Prepare responses to all enquiries and requests regarding technical infrastructure initiatives. Compile progress reports on projects on the National Regulator for Compulsory Specifications Act, Accreditation Act and Building Regulations Act. Sub-Directorate Management: Monitor financial, human resources and assets of the unit. Manage the process of reporting on financial and operational risk. Manage collation of inputs into the quarterly and annual reports, business plans and targets.

ENQUIRIES

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

POST 19/130

: **DEPUTY DIRECTOR: LEATHER & FOOTWEAR REF NO: IC&G – 025**
Overview: To develop, advise and provide technical support for the Leather and Footwear policies, strategies and programmes

SALARY CENTRE REQUIREMENTS

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7, as recognised by SAQA in Economics, Commerce, or a related field. 3–5 years' relevant managerial experience in an industrial/economic policy development and implementation environment
Policy development and implementation experience in the manufacturing sectors. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as

the government's broader economic policies. Ability to manage research, analysis, monitoring and evaluation projects related to the sector. Strong leadership, communication (verbal and written), and problem-solving skills. Proficient in MS Packages.

DUTIES

: Develop and review strategies, policies and procedures: Develop and review Leather and Footwear sector Industrial Development policies. Provide support in the management of the Industrial Policy Action Plan processes. Engage in continual policy advocacy and coordination in the Leather and Footwear Industries that have growth potential. Provide technical inputs into the strategic direction of the unit. Provide technical inputs to the development and implementation of Leather and Footwear development programs. Provide support in the implementation of policies and strategies. Support the implementation of sector development interventions. Stakeholder Management: Work closely with other units within the dtic and other departments involved in the Leather and Footwear sector to develop a supportive policy environment to implement the key action programmes as well as develop a contractual framework that would enhance long-term relationships with industry bodies. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Participate in all forums of the department and focus groups addressing Leather and Footwear challenges. Participate in the identification of stakeholders' needs. Create and maintain a stakeholders' database. Identify potential partners for involvement initiatives and initiate or conclude partnership agreements. Maintain relations with stakeholders, including other government departments and tiers of government, organised business and labour. Research and Analysis: Develop terms of reference, manage research to support the development of appropriate interventions to support the growth of the sector. Conduct research, identify best practices in the area of Leather and Footwear sector and recommend appropriate policies and strategies. Consolidate all research findings to formulate Leather and Footwear policies, procedures and strategy in line with the Industrial Policy of the dtic. Research issues related to competitiveness and the development of the Leather and Footwear sector. Provide support in the analysis of the Leather and Footwear sector. Monitoring and Evaluation: Continuously measure, benchmark and improve processes and procedures to ensure efficiency and effectiveness. Conduct annual reviews with regard to the impact of the Leather and Footwear interventions and prepare reports. Coordinate all administrative aspects: Handle enquiries and requests regarding Leather and Footwear initiatives. Provide inputs on divisional budget and business plans with respect to the Leather and Footwear sub-sectors. Compile progress reports on a monthly basis on the projects with regard to timelines and budgets. Ensure the maintenance of effective internal administration of the unit. Establish and maintain an electronic database for Leather and Footwear Sector Analysis Reports. Sub-Directorate Management: Manage human, financial and other resources allocated to the Sub-directorate. Provide inputs in the development of the operational plan of the sub-directorate. Manage collation of inputs into the quarterly and annual reports, business plans and targets.

ENQUIRIES

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

POST 19/131

: **DEPUTY DIRECTOR: LIQUOR LAW AND POLICY REF NO: CCRB – 048**
Overview: To develop policies, legislation, regulations and review of the Liquor law environment.

SALARY CENTRE REQUIREMENTS

: R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
: Sunnyside, Pretoria
: A qualification at NQF level 7, as recognised by SAQA in Law, Politics or Economics. 3-5 years' relevant managerial experience in a Law, Politics or Economics environment. Key Requirements: Experience in developing policies and legislation in a regulatory environment. In-depth knowledge of liquor legislation and related regulatory frameworks. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government's broader economic policies.

DUTIES

- Ability to manage research, conduct analysis and monitoring and evaluation of project. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).
- : Develop policies and legislation related to Liquor law regulations. Develop, recommend and implement policies and legislation or other legal prescripts related to Liquor law and regulations. Provide inputs into the strategic policy direction of Liquor legislation. Conduct research in the development of strategic issues, policies and legislative reviews. Provide inputs and assist during the drafting process. Consult the general public on a policy, regulations or bill or any other legal prescripts. Facilitate the Parliamentary process of introducing of policy or bill in the Parliament. Coordinate the legislative drafting process and participate in various legislative development processes. Conduct research for domestic and international policy processes on Liquor law and Policy. Prepare and provide inputs and position papers for domestic and international policy processes. Conduct research on domestic and international policy processes. Facilitate the drafting of the Terms of Reference for consultants to assist with the preparation of policy positions and drafting of legislation. Prepare, compile and consolidate the dtic positions on policies and legislation of other government departments. Conduct presentations at intergovernmental fora and workgroups and at public events. Compile and consolidate information for responses to Parliamentary and other questions. Participate in international and domestic liquor-related engagements. Research on policies, bills, amendments and regulations on Liquor law and policy. Stakeholder Engagement: Engage with stakeholders to participate in consultations pertaining to policies, Bills and Regulations. Draft briefing notes for the Executive. Conduct consultations with stakeholders on the policies and legislation drafted. Liaise with and brief legal drafters and consultants. Consolidate and prepare information for workshops and sessions with stakeholders on policy and legislative matters. Respond to stakeholder enquiries. Conduct workshops, education and awareness on Liquor legislation. Sub-Directorate Management: Monitor financial resources and assets of the unit. Manage the resources of the sub-directorate. Provide inputs into the strategic planning of the unit and execution of the operational plan.

ENQUIRIES

- : Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809

POST 19/132

- : **DEPUTY DIRECTOR: INTELLECTUAL PROPERTY LAW AND POLICY REF NO: CCRB-A011**
12 Months Contract
Overview: The successful candidate will lead and manage the development, review, and implementation of intellectual property (IP) policy, legislation, and regulations, and contribute to both domestic and international legal and policy processes concerning IP.

SALARY CENTRE REQUIREMENTS

- : R1 059 105 per annum (Level 12), (all-inclusive remuneration package)
- : Sunnyside, Pretoria
- : A qualification at NQF level 7, as recognised by SAQA in Law, Politics, Economics or related field. 3–5 years' relevant managerial experience in a Law, Politics, or Economics environment. Key Requirements: Experience in developing policies and legislation in a regulatory environment. In-depth knowledge of intellectual property legislation and related regulatory frameworks. Strong analytical, research and planning skills and experience. Strong stakeholder engagement and problem-solving experience and skills. Understanding of PFMA, Public Service Act and Regulations, Treasury Regulations. Understanding of the Industrial Development policies as well as the government's broader economic policies. Ability to manage research, conduct analysis and monitoring and evaluation of project. Strong leadership, communication (verbal and written), and problem-solving skills. Excellent Computer Literacy (MS Office packages).

DUTIES

- : Develop and Review Intellectual Property Legislation and Policies. Develop, implement, and provide legal inputs into intellectual property (IP) legislation, regulations, and policies. Facilitate public consultations on policy and legislative drafts. Coordinate the legislative drafting process, including Parliamentary submissions and presentations. Provide inputs into the strategic policy direction and conduct legal research on IP matters. Facilitate the

		<p>Parliamentary process of introducing a bill in Parliament. Conduct Research and Draft Position Papers: Prepare and present research and position papers on domestic and international IP policy developments. Facilitate the development of terms of reference for consultants. Compile and consolidate departmental positions on related legislative proposals. Participate in international treaty negotiations and domestic engagements (e.g., WIPO, WTO, AFCFTA). Stakeholder Engagement and Public Awareness: Engage stakeholders on proposed IP legislation and policies. Draft briefing notes and conduct awareness workshops and public consultations. Respond to stakeholder inquiries and facilitate the processing of Merchandise Marks Act applications. Liaise with internal and external legal drafters and provide legislative support. Sub-directorate and Resource Management: Manage human, financial, and physical resources of the sub-directorate. Contribute to the development and execution of operational and strategic plans. Monitor the budget and ensure compliance with relevant legal frameworks. Support planning, monitoring, and reporting processes of the unit.</p>
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 19/133</u>	:	<p><u>DEPUTY DIRECTOR: SPECIALIST INVESTMENT FACILITATION REF NO: IIAF&A – 063A</u></p> <p>12 months contract post</p> <p>Overview: To provide specialist advice and information on the policy relating to the Visa regime and also speak on the various Visa categories including short-term work Visas, ICT, Critical Skills, Business General work Visas, Appeals, overstay Appeals, Waivers, TES and any other new policy impacting and affecting investments.</p>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R1 059 105 per annum (Level 12), (all-inclusive remuneration package)</p> <p>Sunnyside, Pretoria</p> <p>A qualification at NQF level 7, as recognised by SAQA in Business Management, Investment, Finance or Marketing. 3–5 years' relevant managerial experience in the private/public sector in the Industry, Marketing, Finance or a relevant environment Requirements: In-depth knowledge of investment promotion and facilitation tools. Strong stakeholder engagement and problem-solving experience. Ability to coordinate investor support, track performance, and draft policy briefs. Experience with relevant public sector systems and processes. Experience with the development of economic development strategies. Understanding of PFMA, Public Service Act, and Regulations, Treasury Regulations. Excellent organisational and time management skills. In-depth knowledge of Computer Literacy (Microsoft Office). Excellent verbal and written communication skills.</p>
<u>DUTIES</u>	:	<p>Administration: The management, coordinating and unblocking of investor facilitation issues and related Visa issues affecting businesses. Compilation of the reports as required. To be a contact point for all Visa-related matters for industry, PIPAs and the Government. Stakeholder engagements with Institutions Foreign Chambers. Manage a schedule of meetings to engage with foreign chambers and raise awareness amongst companies about understanding the rules and regulations relating to Visa regulations. Advocacy on the Visa facilitation programme offered by Invest SA. Identify proactive measures in strengthening the engagement and interface with chambers. Setting up of an Inter-Departmental Forum to engage on issues of Policy and Regulations. Develop a framework of engagement with the various Departments impacting on Visa regulations with a focus on Permits and Visas. Stakeholder consultations with the various Departments to sensitise on Investment Promotion and Facilitation and the linkage between Visa and Investment. Scheduling quarterly meetings. Follow up on actions and reporting on the meetings, including escalation matters to principals. Developing briefs for principals on matters to be engaged with that impact on the investment climate/environment. Project Manager on specific company issues relating to Visas and coordinating with the Visa team to ensure the resolution of issues. Regular structured engagements and interactions with the various inter-departments that impact investment and Visas to build capacity and transfer of skills. Develop a structured stakeholder engagement mapping and plan to address issues that impact investment, economic growth, and job creation</p>

based on the Cabinet Lekgotla outcomes. Establish a mechanism to address matters of urgency that need to be escalated within the various Departments, and as the coordinator, the issues can be monitored, addressed, and reported on in a quicker and more responsive manner. Engage with the strategic stakeholders quarterly to discuss and raise issues of concern and advocate for any necessary changes/ amendments. Mission Support: Engage with various South African missions to understand the companies that need an understanding of the Visa regime. Refer enquiries to the Visa facilitation team. Respond to the Missions. Provide reports on the engagements monthly. Strengthen the strategic partnerships between the South African Missions and the department. Provide status reports on engagements. Advise Business & Investors on immigration Policy & recommend Visa categories. Schedule meetings with the directorates responsible for Investment Promotion and Facilitation. Provide an integrated offering as companies interested in investing in South Africa raise several issues/challenges relating to Visas.

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

POST 19/134 : **DEPUTY DIRECTOR: ORGANISATIONAL DESIGN REF NO: CMSB - 096**
Overview: To manage organisational design processes, provide advice on organisational structures, and manage the job profiling and job evaluation process within the dtic.

SALARY : R896 463 per annum (Level 11), all-inclusive remuneration package
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF level 7, as recognised by SAQA in Public Management / Operations Management / Management Services. 3 – 5 years' relevant managerial experience in Organisational Design and Job Evaluation / Organisational Development or both in the public and private sector. Key Requirements: In-depth knowledge of organisational design principles, job analysis, and job evaluation (including the Equate system). Proven experience in managing organisational design and job evaluation processes. Strong understanding of the Public Service Regulatory Framework, Public Service Act, Public Finance Management Act, Treasury Regulations, and other relevant legislative frameworks. Experience in developing and aligning job descriptions and organisational structures. Proficiency in business process mapping, research, and benchmarking. Excellent communication (verbal and written), facilitation, and presentation skills. Strong analytical, policy development, and report writing skills. Demonstrated leadership, people management, and project management abilities. Computer literacy (MS Office) and knowledge of the PERSAL system. Ability to work independently, under pressure, and as part of a team. Willingness to work overtime and travel when required.

DUTIES : Manage organisational structure development and alignment: Manage the development and implementation of organisational structure aligned to Departmental strategies. Conduct structural design investigations and job analysis, including coordinating research performed by internal analysts as well as external service providers. Ensure alignment of organisational structure development to the Organisational Design Toolkit and directives issued. Facilitate the mapping of organisational processes and maintenance of the organisational process database. Facilitate benchmarking and feasibility studies to ensure structures remain relevant and efficient. Manage organisational design and related assessment projects, inclusive of logistics. Manage the compilation of job descriptions: Manage the development and timely review and updating of job descriptions in line with regulatory requirements. Ensure the completeness of job descriptions for the Department. Maintain the Departmental job description database, ensuring accuracy and accessibility. Manage the job evaluation process: Ensure adherence to established job evaluation policies, directives and regulatory requirements. Coordinate the creation of awareness and promotion of job evaluation processes within the Department. Facilitate job evaluation interviews, ensuring proper representation and accurate job capturing on the Job Evaluation system. Facilitate a benchmarking exercise where necessary. Oversee quality assurance processes before presentation to job evaluation panels. Manage accurate and timely presentations of job evaluation panels. Administration and Reporting: Facilitate the development and review of the Job Evaluation Policy.

Manage the accurate capturing of organisational design and job evaluation data for Departmental reporting. Coordinate logistical arrangements for job evaluation panels and interviews, ensuring accurate documentation, inclusive of minutes and record-keeping. Facilitate submission compilation and monitor the approval of the recommendations. Coordinate the appointment and training of Job Analysis and panel members. Manage enquiries related to organisational design and job evaluation. Produce organisational design and job evaluation reports, inclusive of statistical data. Conduct awareness workshops and educate employees on organisational design, job description compliance, etc through workshops, newsflashes, etc. Stakeholder Management: Establish and maintain strategic partnerships within Departmental Branches and external stakeholders regarding organisational structure, design, job descriptions and job evaluation. Facilitate consistent communication and engagement with key stakeholders to ensure alignment and support for organisational design initiatives. Represent the Department at National organisational design structures. Sub-directorate Management: Manage human, financial and other allocated resources within the sub-directorate. Providing inputs into the development and implementation of the operational plan for the Directorate.

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

POST 19/135 : **DEPUTY DIRECTOR: LAN & WAN SERVICES REF NO: CMSB - 142**
Overview: To manage and maintain Local Area Network (LAN) and Wide Area Network (WAN) infrastructure, ensuring optimal performance, security and availability of ICT network services in support of the dtic's business operations

SALARY : R896 463 per annum (Level 11), all-inclusive remuneration package
CENTRE : Sunnyside, Pretoria
REQUIREMENTS : A qualification at NQF level 7, as recognised by SAQA in Information Technology, Computer Science, or a related field. 3 – 5 years' relevant managerial experience in LAN/WAN infrastructure, including routers, switches, firewalls, and network security technologies. Key Requirements: Hands-on experience with installation, configuration and maintenance of LAN/WAN infrastructure. Proficient in managing enterprise-level switches, routers, firewalls, and wireless network systems. Experience in network monitoring tools and troubleshooting performance or connectivity issues. Knowledge of network protocols, IP addressing, routing and security configurations. Strong understanding of ICT governance frameworks and public sector IT policies. Ability to plan and implement network infrastructure projects. Excellent problem-solving, analytical thinking, and customer support skills. Good communication and interpersonal skills, including the ability to interact with vendors and internal clients. Proficient in MS Office and network management software.

DUTIES : Manage Network Infrastructure: Ensure effective configuration, operation, and troubleshooting of LAN and WAN components. Oversee the installation and upgrading of networking hardware and software. Monitor network performance and proactively identify and resolve issues. Network Security and Compliance: Implement and maintain network security measures, including firewalls and VPNs. Ensure compliance with ICT governance policies and regulatory requirements. Conduct periodic vulnerability assessments and respond to security incidents. Project Management and Planning: Plan and manage network infrastructure projects, including design, procurement, and implementation. Coordinate with service providers and vendors for network service delivery and maintenance. Maintain documentation of all network configurations, changes and upgrades. Stakeholder Support and Supervision: Provide technical support and advice to internal clients on connectivity and access issues. Supervise technical staff within the LAN/WAN unit and provide training where necessary. Report on network performance and project progress to senior management.

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

<u>POST 19/136</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: CMSB – 014</u> Overview: To render professional legal services for the Department and the DTIC agencies.
<u>SALARY</u>	:	R586 958 - R1 386 972 per annum, (all-inclusive remuneration package) in accordance with the OSD for legal personnel.
<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7, as recognised by SAQA in Law and admitted as an Attorney/Advocate of the Bar Council. 0 – 8 years appropriate/recognisable legal experience within the legal field in the public and private sector. 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.
<u>DUTIES</u>	:	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..
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 19/137</u>	:	<u>ASSISTANT DIRECTOR: AEROSPACE AND DEFENCE REF NO: IC&G - 014</u> Overview: To provide technical and administrative support in developing and advising on Aerospace and Defence sector processes, policies and programmes.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum (Level 10) Sunnyside, Pretoria A qualification at NQF level 7, as recognised by SAQA in Economics/ Commerce/ Engineering (Mechanical/Electrical/Aeronautical) or related field. 3–5 years' relevant experience in the Aerospace and Defence Industry / Economic Development in the public or private sector. Key Requirements: Experience in economic policy development and research. In-depth knowledge of Computer Literacy (Microsoft Office Package). Proven experience in Project Management. Excellent research and analytical skills. Strong stakeholder engagement experience and skills. Excellent verbal and written communication skills. Understanding of PFMA, Public Service. Knowledge of international protocols.
<u>DUTIES</u>	:	Conduct Aerospace and Defence Research and Analysis: Develop and review the Aerospace baseline document. Provide technology streams and services of the Aerospace and Defence industry. Conduct a survey on Aerospace and Defence industrial development and competitiveness development. Conduct Aerospace and Defence industrial sector economic analysis of industrial capability and provide draft recommendations. Provide technical inputs into the dtic's Aerospace and Defence industrial positions and industry developments initiatives (manufacturing initiatives). Conduct research on issues related to competitiveness and the development of sub-sectors and the localisation of sectors. Engage in the development and review of Aerospace and Defence policies and strategy: Provide technical inputs into developing, reviewing and implementing Industrial Aerospace and Defence policies and strategies. Coordinate and participate in the workshops that identify the value of chain and action plans for the Industrial Aerospace and Defence sector's procurement. Stakeholder Management: Develop and maintain a partnership with all the dtic staff and the Aerospace and Defence sectors. Provide effective communication regarding outputs and activities of the stakeholders and industry initiatives. Provide technical support to the unit in preparing briefing documents and responding to ad-hoc queries. Represent and advocate the interest of the dtic in the AISI project management meeting, export council and CAV meetings. Develop, capture and maintain the electronic database for the Aerospace and Defence industry sectoral stakeholders and manufacturers. Provide technical administrative functions of the unit: Handle all enquiries and requests regarding the Aerospace and Defence sectors. Provide inputs into the strategic direction and operational plan of the unit. Engage in the implementation of agreed projects and programs. Propose the project plan that informs the business plan of the Directorate. Reporting: Provide progress reports on the projects as per request. Review and compile reports on economic statistics every quarter. Collate and analyse standardised industry data performance on the sector and produce reports. Oversee Centurion Aerospace Village (CAV), Aerospace Industry support initiative (AISI) and export council and produce a report to facilitate transfers.
<u>ENQUIRIES</u>	:	Ms K Xaluva, Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809
<u>POST 19/138</u>	:	<u>OCCUPATIONAL HEALTH NURSE REF NO: CMSB - 099</u> Overview: To deliver comprehensive occupational and primary healthcare services aimed at enhancing employee health, well-being, and productivity within the Department, aligned with international best practices and regulatory compliance.
<u>SALARY</u>	:	R468 459 per annum (Level 09)

<u>CENTRE</u>	:	Sunnyside, Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6, as recognised by SAQA in Nursing/Occupational Health with a Dispensing License and Registered with the South African Nursing Council (SANC) and the Health Professions Council of South Africa (HPCSA) as a professional nurse. 3–5 years of managerial experience in a Law, Politics, or Economics environment. 3 – 5 years' relevant experience as an Occupational Nursing Practitioner. Requirements: Must adhere to the Occupational Health and Safety Act (OHSA), 1993 and relevant regulations. Knowledge of Compensation for Occupational Injuries and Diseases Act (COIDA), Mine Health and Safety Act, and Basic Conditions of Employment Act. Be able to assist employers in complying with legal workplace health obligations. Strong ethical and professional standards. Ability to work independently and within a multidisciplinary team. Excellent communication and interpersonal skills.
<u>DUTIES</u>	:	Develop Occupational Health Clinic Management: Establish, implement, and manage the Occupational Health Clinic aligned with relevant legislation and international standards. Design and maintain the clinic infrastructure, ensuring compliance with occupational health and safety regulations. Perform annual audits to maintain accreditation and operational effectiveness. Develop protocols for confidential record management and patient care. Coordinate the temporary recruitment of additional healthcare professionals to supplement the clinic service. Primary Health Care Programme Management: Provide medical diagnosis, treatment, follow-up and referral for primary health conditions. Develop and manage specialised services including Family Planning and Chronic Disease Management. Maintain accurate medical records and monitor health trends to inform strategic health interventions. Occupational Health Care Programme Management: Diagnose, treat, and manage workplace-related injuries and illnesses. Coordinate timely referrals to medical specialists. Respond effectively to medical emergencies in the workplace. Maintain accurate and timely records of occupational injuries and illnesses for statutory compliance. Health Promotion and Prevention: Develop and implement health education initiatives, including newsletters, presentations, and workshops on health and wellness topics. Promote awareness and participation in national and international health campaigns. Establish and maintain collaborative relationships with external health service providers and stakeholders. Reporting and Administration: Maintain detailed patient files and manage clinic records. Compile monthly, quarterly, and annual reports on clinic activities, utilisation, and health trends. Ensure accurate inventory management and procure necessary medical supplies and equipment. Oversee stocktaking activities and manage the procurement of clinic medicine and equipment.
<u>ENQUIRIES</u>	:	Ms K Xaluva Tel No: (012) 394 1563 / L Mdashe Tel No: (012) 394 3103/ L Mabokela Tel No: (012) 394 1809