



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

EXPORTS BRANCH

Director: Africa 12 Months Contract

All-inclusive remuneration package of R 1 162 ,200.00 per annum

Ref: (Exports - A100)

Overview: To oversee and coordinate export promotion and marketing in the relevant region.

Mandatory requirements: Postgraduate qualification in Business Management / Economics / Marketing. 5 year's relevant middle/senior managerial experience in an export promotion environment.

Skills / Knowledge requirements: Strong understanding of export strategies, market intelligence and stakeholder coordination. Experience in reporting, risk management, customer relations management, people management, financial management, project management, strategic capability and leadership. Knowledge and understanding of key legislation applicable to public entities and the dtic. Knowledge and understanding of regulations, Public Finance Management Act and Treasury Regulations, public service regulations. Proven leadership abilities and strategic thinking. Excellent interpersonal, communication, and negotiation skills. Proficiency in project management and coordination. Ability to foster relationships with government entities, private sector firms, and international agencies.

Duties: Strategic Planning and Coordination: Oversee the development and finalization of the business plan for the Africa region within the Export Promotion Unit. Market Intelligence Assessments and Outcomes. Oversee the gathering of market intelligence information for inputs into export strategies. Oversee collaboration between researchers and deputy directors of the relevant region to ensure that research is done in prioritised areas. Oversee the development of export promotion strategies for markets in Africa. Oversee the compilation of country strategies for markets in Africa. Oversee the development and maintenance of databases of companies for the African region. Oversee the update of the export opportunities in matrices for the African region. Oversee the collaboration with dtic Entities and Export Councils to identify companies for exports. Lead the identification, initiation, scoping and implementation of region/market specific International Trade Initiatives. Export Services and Aftercare: Oversee the development and continuous improvement to client services, policies, processes and procedures. Oversee the establishment of client reception and interface facilities for African markets. Ensure that all export enquiries are dealt with effectively and efficiently by the staff in the unit. Oversee the provision of information on capabilities of the sectors to the clients and stakeholders. Review the database of targeted companies and allocate resources to interact with the companies. Oversee the communication of identified opportunities to relevant stakeholders associated with markets in Africa. Oversee the collaboration with dtic Entities and Export Councils to recruit companies for exports. Co-ordinate Export Promotion Strategies. Oversee the realisation of Export Promotion projects as per business plan. Oversee the organisation of specialised and generic export promotion projects. Oversee the facilitation of ad hoc projects. Oversee the recruitment of companies that are ready to participate in Export Promotion projects such as Inward and Outward Missions, as well as National Pavilions. Oversee the coordination of business forums for incoming and outgoing State visits. Oversee country branding and profiling to optimise the promotion of South African products at various forums. Ensure flagship projects are prioritised according to export promotion strategies for Africa. Provide general support and assistance to the Exports Executive Management on key projects and daily activities. Provide inputs for briefing documents and information for Ministers. Stakeholder Partner Coordination: Facilitate the involvement of Export Partners in Export Promotion projects (Such as Provincial-, Metro-, Municipal, as well as Export Councils, Industry Associations and private sector firms). Lead the cooperation with other Government departments, e.g. DIRCO and the Presidency, on projects such as BNCs, State Visits. Lead the collaboration on joint trade promotion activities with e.g. Metros, Municipalities, and Provinces. Lead the collaboration with International agencies and institutions (e.g. USAID, CBI, Chambers etc.) including donor funding for projects. Establish and maintain relationships with key contacts abroad with regards to export destinations and foreign economic offices. Progress Monitoring and Evaluation: Facilitate the review of export promotion strategies, projects and action plans in the export promotion services sector monitoring outcomes as per activity calendar and project plan with the Chief Director: Export Promotion and Marketing. Oversee the reporting of monthly and quarterly progress on export promotion projects, strategies and action plans for African markets. Review customer satisfaction surveys and make relevant adjustments to ensure adherence to service delivery improvement plans. Knowledge Management: Ensure the institutionalisation of Export Promotion methodologies by overseeing the transfer of these onto a central database. Oversee the inputs and updates to the dtic website on export promotion activities in the relevant region.

Note: Shortlisted candidates will be subjected to a technical exercise and the selection panel for 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 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-entryprogramme/>. 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.

Applications can be submitted: Via e-mail to dticapplications@tianaconsulting.co.za (Ref no. should appear in subject-line), by post to The Director, Tiana Business Consulting Services (Pty) Ltd, PO Box 31821, Braamfontein, 2017; Hand-delivered to the dtic Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria. The application must include only completed and signed new Form Z83, obtainable from www.thedtic.gov.za (Careers), any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of qualifications and Identity Document or any other relevant documents to be submitted by only shortlisted candidates to HR on or before the day of the interview date. the dtic reserves the right not to fill any advertised position(s).

the dtic is an equal opportunity affirmative action employer.

For enquiries regarding applications, contact the Recruitment Office, tel. (012) 394-1809/1835

Closing date: 15 September 2023

**the dtic welcomes applications
from all persons with disabilities.**