



the dtic

Department:
Trade, Industry and Competition
REPUBLIC OF SOUTH AFRICA

REGULATION BRANCH

Chief Director: Regulatory Policy and Legislation

All-inclusive remuneration package of R1,436,022.00 per annum

Ref: (RB - 038)

Overview: To provide strategic direction, development and implementation of Regulatory Policy and Legislation.

Mandatory requirements: A qualification at NQF level 7 as recognised by SAQA in Law, Economics, Political Science or related field. A minimum of 5 years' experience at a senior managerial level in a Law, Economics or Political Science environment.

Key requirements: Deep knowledge and practical experience in regulatory policy development and legislative processes. Experience providing leadership in laws such as Consumer Protection Act, Companies Act, Copyright Act, Liquor Act, National Credit Act, National Gambling Act, etc; or laws that includes complex demands preferably in the area of corporate and consumer legislation, or any other laws outside the Branch. Have worked in a policy and legislative environment before and have track record of policy and legislative projects completed. Proven track record in strategic planning, legislative drafting, and stakeholder engagement. Strong policy analysis, policy development and public administration experience. Demonstrated capability to manage multidisciplinary teams and large-scale projects. Excellent presentation, verbal and written communication skills and ability to interact at various levels. High level of competency in legal and policy research, drafting memoranda and legal documents. Familiarity with/good understanding of PFMA and other regulatory frameworks. Ability to represent the department in intergovernmental forums and international platforms and highly contested stakeholder platforms. Strong analytical, planning, problem-solving, and leadership capabilities. Independent thinker, diligent, excellent competency to create high performing team and strong ability to transfer skills. Ability to turnaround business units or programmes to ensure that objectives are achieved with available resources. Ability to initiate innovative solutions and to be proactive.

Duties: Oversee identification, development and review of regulatory policies and legislation. Lead regulatory impact assessments and manage policy development projects. Provide leadership in various laws including consumer, corporate, liquor, lottery and IP laws. Develop strategic direction for policy implementation and oversee stakeholder interactions. Provide policy direction to regulatory bodies and assess legislative effectiveness. Manage and provide guidance on regulatory policy and legislation litigation related matters. Coordinate policy inputs and represent the department in national and international forums. Lead consultations, public hearings, prepare position papers, and manage responses to Parliament. Provide leadership and policy support to various statutory committees such as Specialist Committee on Company Law etc. Oversee legislative drafting processes, manage consultations, and facilitate approvals. Manage financial, human and strategic resources of the Chief Directorate. Monitor and report on the implementation of plans and legislative programs.

TRADE BRANCH

Director: Compliance and Enforcement (Non-Proliferation)

All-inclusive remuneration package of R1,216,824.00 per annum

Ref: (TPN&C-064)

Overview: To promote compliance of industry with South Africa's international and national non-proliferation obligations and commitments; to liaise with industry, governmental counterparts and international bodies on non-proliferation related matters; and to enforce national policy and legislation on non-proliferation.

Mandatory requirements: A qualification at NQF level 7 as recognised by SAQA in Legal, International Politics, Science or related field Minimum of 5 years at a middle/senior managerial level in Compliance and Enforcement or a regulatory environment in the public/private sector

Key requirements: Experience in implementing compliance programmes and regulatory enforcement. Strong understanding of international treaties, regimes, and national legislation on non-proliferation. Proven ability to engage with industry and governmental stakeholders on technical and policy issues. Demonstrated capacity to manage inspections, investigations, and enforcement actions. Experience in leading multi-stakeholder engagements, intergovernmental liaison, and strategic planning. Knowledge of online permit systems and compliance monitoring tools. Strong analytical, project management, and communication skills. Experience with policy development, benchmarking, and alignment to international best practices. Ability to represent the department at domestic and international forums. Strong analytical, planning, problem-solving, and decision-making skills. Excellent communication, stakeholder engagement, and leadership capabilities.

Duties: Implement compliance programmes and ensure alignment with international obligations. Conduct inspections, investigations and support international verification visits. Enforce non-proliferation legislation and manage permit systems. Liaise with industry and enforcement authorities to ensure compliance. Engage with international bodies and represent SA in non-proliferation platforms. Maintain relationships through MOUs, SLAs, and other agreements. Manage financial and human resources and strategic planning for the unit. Ensure effective administrative support to the South African Council for the Non-Proliferation of Weapons of Mass Destruction. Review and benchmark policies and methodologies. Maintain and enhance the online registration and permit system. Ensure cybersecurity compliance through regular assessments.

CORPORATE MANAGEMENT SERVICES BRANCH

Director: Accommodation Management Services

All-inclusive remuneration package of R1,216,824.00 per annum

Ref: (CMSB - 024)

Overview: To provide professional and strategic direction regarding Facilities/ Accommodation Management, Vetting and Security services to the dtic, its staff and clients in such a way that employee morale is maintained and enhanced. Managing the PPP agreement on the dtic.

Mandatory requirements: A qualification at NQF level 7, as recognised by SAQA, in a Facility Management, Engineering or related field. PSIRA Grade A. 5 years of experience at middle/senior management in a Facility Management environment.

Key requirements: Knowledge of and experience in OHSA, Disaster Management Act, National Environmental Management Act, PPP Concepts, Project Management (registered), quantity surveying, risk management (insurance and transfer) and space planning. Sound knowledge of, inter alia, the PFMA, Public Service Act, ISO 9000, ISO 14000 and ISO 18000/45001 series. Knowledge of legislative frameworks and best practice protocols governing Facilities Management / infrastructure maintenance and soft services, Security, PPPs, and Occupational Health & Safety (e.g., PFMA, OHS Act, PSIRA, MPSS, MISS). Proven experience in contract and stakeholder management. Strong financial management experience, including budgeting and expenditure control for large-scale facilities. Project management skills related to infrastructure, security, and OHS implementation. Strong analytical, planning, problem-solving, and decision-making skills. Excellent communication, stakeholder engagement, and leadership capabilities. Results-driven with a deeply felt commitment to customer service delivery and innovation. Due to nature of the work (oversight over the dtic security and vetting units), the appointment of the ideal candidate will be subject to successful security clearance and the candidate must have no criminal record.

Duties: Develop and implement policies and strategies for effective facilities management. Oversee office space allocation, asset management, building maintenance, and utilities. Manage lease agreements and ensure compliance with legislative requirements, including Public-Private Partnership (PPP) frameworks. Drive cost efficiency in operations while ensuring a conducive working environment. Develop, implement, and monitor security strategy, policies and procedures in line with Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS). Ensure effective access control, surveillance systems, and physical security measures. Conduct security risk assessments, manage emergency response protocols, and coordinate security operations with law enforcement agencies. Ensure a robust personnel vetting and background screening process in collaboration with the State Security Agency (SSA). Oversee risk profiling, security clearance applications. Establish and maintain a compliant OHS framework in line with the Occupational Health and Safety Act. Conduct regular risk assessments, develop, implement and monitor safety strategy, oversee fire safety protocols, and ensure effective emergency preparedness, including evacuation drills and first aid readiness. Promote a safe and healthy workplace through awareness programs and compliance monitoring. Oversee the budget planning, expenditure control, and resource allocation for the Directorate. Provide strategic input into policy development and ensure alignment with organizational goals. Lead and manage a team of professionals to drive efficiency and service excellence.

OFFICE OF THE DIRECTOR - GENERAL

Director: Forensic Audit

All-inclusive remuneration package of R1,216,824.00 per annum

Ref: (ODG-027)

Overview: To manage and provide forensic auditing services to the dtic and its entities.

Mandatory requirements: A qualification at NQF level 7, as recognised by SAQA, in Forensic Auditing or related field. Minimum of 5 years' experience at middle/senior managerial level in a Forensic Auditing environment.

Key requirements: Proven experience in forensic investigations and audits in a public sector environment. Understanding of legal frameworks, PFMA, Treasury Regulations, and ACFE standards. Ability to review and analyse forensic registers, draft and finalise reports, and conduct quality assurance. Experience in managing outsourced forensic audits and coordinating with consortium partners. Ability to advise stakeholders and oversee the implementation of audit recommendations. Strong communication, analytical and interpersonal skills. Project management skills and ability to manage consultants and relationships with clients. Familiarity with secretariat duties for Forensic In committee meetings and other reporting structures. Strong analytical, planning, problem-solving, and decision-making skills. Leadership capabilities.

Duties: Oversee forensic audit allocations and review draft and final investigation reports. Engage with the forensic panel and coordinate investigations. Review forensic registers and manage case submissions and allocations. Manage feedback to PSC on NACH cases received. Analyse cases received to determine if preliminary assessment is needed or whether it must be allocated to HR, Legal, or the dtic Entities. Ensure reports are supported by evidence and aligned with legislation. Submit finalised reports and present to internal committees and stakeholders. Conduct quality assessments and manage reporting to Forensic In-Committee and Audit Committees. Liaise with clients and stakeholders and manage relationships. Review and analyse budget proposals from forensic panel firms and negotiate savings where possible. Maintain forensic findings register and provide guidance on internal controls. Track implementation of forensic report recommendations. Coordinate self-assessments and contribute to internal audit opinion. Perform secretariat functions for Forensic In-Committee meetings and represent forensics in other key meetings. Present statistics and findings at RMC and Pre-Audit Committee meetings. Prepare consequence management reports for the Ethics Committee. Manage human and financial resources of the unit. Provide strategic input and monitor investigation timelines. Monitor and review cases allocated in-house and review and finalize in-house investigations.

Assistant Director: Corporate Secretariat

Commencing salary of R468,459.00 per annum

Ref: (ODG - 022)

Overview: To provide corporate secretariat and administrative support to the Department's Executive Board (Exbo) and its sub-committees, ensuring compliance with good governance and King IV principles.

Mandatory requirements: NQF Level 6 in Law / Governance / Secretariat qualification. Chartered Institute of Secretaries (CIS) certification. 3 to 5 years in providing secretariat functions in the public/private sectors.

Key requirements: Experience in minute-taking, pre-meeting, during the meeting and post-meeting logistics management, retrieval and safeguarding of monitoring the matters arising. Understanding of King IV principles on corporate governance and governance structures in the public sector environment. Ability to develop and manage annual workplans, reviews of the Terms of Reference (TORs)/Charters and committee assessment. Proficiency in MS Office and electronic filing systems. Strong communication, interpersonal, time management and organizational skills. Ability to work under pressure, meet deadlines, and maintain confidentiality. Knowledge of public sector legislation, PFMA, MISS, and governance policies.

Duties: Coordinate venues, documentation, presenters, and scheduling for Exbo and subcommittee meetings. Draft and circulate agendas, collate and distribute document packs. Provide in-meeting support including attendance registers, disclosures, agenda and presentation management. Take minutes and circulate minutes to members and submit them for approval within required timelines. Conduct annual assessments and reviews of TORs and workplans. Compile self-assessment reports and implement improvements. Maintain contact lists, develop corporate calendars, and manage digital record keeping. Provide extracts of minutes and update SOPs for secretariat processes.

Internal Auditor: Performance Audit

Commencing salary of R397,116.00 per annum

Ref: (ODG - 044)

Overview: To independently assess management measures in place to ensure Economy, Efficiency and Effectiveness of operations, and make recommendations in this respect.

Mandatory requirements: Qualification in Internal Auditing, Accounting with majors in Auditing or Accounting or related fields at NQF Level 6. 1–2 years in performance auditing in the public/private sector.

Key requirements: Experience in conducting performance audits and applying audit standards and methodologies. Ability to gather and evaluate audit evidence, formulate findings and compile reports. Strong understanding of PFMA, Treasury Regulations and performance information auditing. Proficient in audit planning, execution, reporting, and follow-up. Familiarity with SMART principles in performance planning and APP evaluation. Attention to detail, analytical thinking and ability to communicate audit results clearly. Proficiency in MS Office and electronic audit tools (e.g. Teammate). Strong administrative and records management skills. Ability to work independently and collaboratively within an audit team.

Duties: Prepare engagement documentation and analyse background information. Identify focus areas, audit objectives and compile planning memos. Perform control tests and compile working papers with audit evidence. Raise informal queries and participate in audit fieldwork. Compile draft reports, obtain comments, and follow up on audit findings. Participate in audit steering committees and submit executive summaries. Assess APP planning and evaluate quarterly/annual performance reporting. Submit accurate timesheets and maintain audit files per **the dtic** standards.

Internal Auditor: Compliance Audit

Commencing salary of R397,116.00 per annum

Ref: (ODG - 045)

Overview: To independently assess the adequacy and effectiveness of the controls implemented by management to ensure objectives are achieved, for the effectiveness and efficiency of operation, reliability of financial information and compliance with laws, regulations and contracts.

Mandatory requirements: Qualification in Internal Auditing with majors in Auditing or Accounting or related fields at NQF Level 6. 1–2 years in compliance, operational, governance and financial auditing in the public/private sector.

Key requirements: Experience in conducting compliance, operational, governance and financial audits and applying audit standards and methodologies. Ability to gather and evaluate audit evidence, formulate findings and compile reports. Strong understanding of PFMA, Treasury Regulations and performance information auditing. Proficient in audit planning, execution, reporting, and follow-up. Familiarity with SMART principles in performance planning and APP evaluation. Attention to detail, analytical thinking and ability to communicate audit results clearly. Proficiency in MS Office and electronic audit tools (e.g. Teammate). Strong administrative and records management skills. Ability to work independently and collaboratively within an audit team.

Duties: Prepare planning documentation and analyse background information. Identify focus areas, audit objectives and compile scoping documents. Perform control tests and compile working papers with audit evidence. Raise informal queries and participate in audit fieldwork. Compile draft reports, obtain comments, and follow up on audit findings. Participate in audit steering committees and submit executive summaries. Assess Annual Performance Plan (APP) planning and evaluate quarterly/annual performance reporting against submitted evidence. Submit accurate timesheets, progress reports and maintain audit files per **the dtic** and Global Internal Audit Standards (GIAS).

Note: 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 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 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. 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. the dtic reserves the right not to fill any advertised position(s). the dtic is an equal opportunity affirmative action employer.

For any enquiries regarding applications, contact the Recruitment Office, tel. (012) 394-1563 / 3103 / 1809

Closing Date: 05 May 2025

the dtic welcomes applications from all persons with disabilities.