



the dtic

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

## INCENTIVES BRANCH

### Chief Director - Competitiveness Incentives

All-inclusive remuneration package of R1,494,900.00 per annum

Ref: (IFB – 118)

**Overview:** To provide strategic leadership and management of Incentive Programmes under the Chief Directorate Competitiveness Incentive within the Incentives Branch.

**Mandatory requirements:** A qualification at NQF level 7 as recognised by SAQA in Economics, Finance, Public Management, or a relevant qualification. 5 years' experience at a senior managerial level in Economic/Incentive Administration in both public and private environments.

**Key requirements:** Demonstrated experience in strategy design, planning and implementation of incentive programmes. In-depth knowledge of incentive administration processes, systems, policies and procedures. Knowledge of relevant legislation and broader government economic policies, financial and operational risk reporting, and PFMA/Treasury Regulations. Ability to manage internal controls, governance processes, compliance frameworks, and risk management. Strong stakeholder management skills with experience in building partnerships with local and international institutions. Proven ability in financial management, project management, programme management, and strategic planning. Excellent report writing, research, presentation, communication and problem-solving skills. Strong people management, leadership and empowerment skills. Computer literacy (MS Office packages).

**Duties:** Policy Analysis & Programme Development: Analyse policies, regulations and legislation for Strategy and Planning. Design and implement strategies and action plans for effective incentive administration. Prepare funding requests, spending plans, and delivery team consolidation. Competitiveness Incentive Interventions. Provide guidance on developing and managing systems, policies and procedures. Oversee research, automation, and continuous improvement of incentive administration. Lead the implementation of improving applications and claims documentation and templates for efficient incentive administration, Monitoring and Evaluation. Monitor performance against operational and project plans, incentive reconciliations, and risk registers. Evaluate implementation progress of approved projects and manage contingent liability. Stakeholder Management. Establish and maintain strategic partnerships with local and international institutions. Manage stakeholder relations, resolve client challenges, and communicate programme progress. Internal Controls and Governance. Oversee audit processes, legal disputes, compliance with guidelines, and SOP development. Proactively manage all legal disputes, litigation cases and legal responses. Ensure training on governance, legislative processes, and risk mitigation. Chief Directorate Management. Oversee strategic, operational, financial and human resource management of the Chief Directorate. Provide strategic leadership to the development and execution of operational plans for incentive schemes. Communicate performance criteria and oversee compliance with standards.

### Deputy Director: Critical Infrastructure Programme

All-inclusive remuneration package of R1,059,105.00 per annum

Ref: (IFB – 181)

**Overview:** To manage and administer the Critical Infrastructure Programme (CIP).

**Mandatory requirements:** A qualification at NQF level 7 as recognised by SAQA in Economics, Business Administration, Financial Administration or related qualification. 3–5 years' relevant managerial experience in Incentive Administration in both public or private sector environments.

**Key requirements:** Demonstrated experience in the evaluation of applications and claims within an incentive administration environment. Knowledge of relevant legislation and broader government economic policies, financial and operational risk reporting, and PFMA/Treasury Regulations. Proven ability to manage stakeholder relations, including applicants, financial institutions, service providers, and government departments. Strong analytical, problem-solving, planning and organising skills. Competence in project management, strategic management and computer literacy (Microsoft Office). Excellent communication (written and verbal), presentation, interpersonal and stakeholder management skills. Ability to manage human resources, budgets, and assets within a sub-directorate.

**Duties:** Application Evaluation and Processing. Manage and monitor the evaluation of applications, workflow processes, and compliance with programme guidelines. Conduct risk management, verify company information, and resolve audit queries. Interact with clients and conduct business site visits. Claims Administration: Oversee the receipt, assignment, monitoring, and quality assurance of claims. Ensure efficient and effective claims processing and reporting. Programme and Policy Management: Compile operational, risk, expenditure and performance reports. Monitor the implementation progress of approved projects to minimise contingent liabilities. Provide inputs to policy and guideline reviews. Stakeholder Management: Provide support and advice to applicants and external stakeholders on applications and claims. Implement customer care interventions and maintain regular communication with clients. Sub-Directorate Management: Manage financial and human resources within the sub-directorate. Coordinate business plans, quarterly and annual reports. Ensure performance management processes are finalized within prescribed timeframes.

# SECTORS BRANCH

## Director: Agro Processing & Textiles

All-inclusive remuneration package of R1,266,714.00 per annum

Ref: (IC&G - 097)

**Overview:** Manage the development and implementation of policies, strategies and programmes for the Agro-Processing 1 (Aquaculture, Rooibos, Sugar, Poultry, Citrus, Cannabis, Honey bush products and Red Meat)

**Mandatory requirements:** A qualification at NQF level 7 as recognised by SAQA in Agricultural Economics / Commerce / Development Studies or any other related field. 5 years' relevant experience at a middle/senior managerial level in an Agriculture or Agro-Processing environment in both public or private sectors.

**Key requirements:** Experience in policy development, strategy formulation and implementation for agro-processing subsectors. Knowledge of industrial policy, trade policy, agricultural marketing legislation, and broader government economic policies. Strong research, analytical and problem-solving skills with the ability to interpret sector performance data. Demonstrated stakeholder management skills, including the ability to liaise with all spheres of government, industry associations, organised labour and international bodies. Proven experience in managing people, budgets and assets at a directorate level. Competence in project management, planning, organising and monitoring programme implementation. Excellent written and verbal communication, presentation, advocacy and negotiation skills. Computer literacy (MS Office packages).

**Duties:** Development of Agro-processing sector strategy: Build an understanding of the agro-processing institutional support system, and actively align and build the capacity of key stakeholders across the various spheres of government in order for the agro-processing system to work more effectively. Support the mature agro-processing subsectors to higher growth paths through critical interventions along the value chain. Identify and facilitate investments by the private sector and the state in critical market-enabling agri-infrastructure that unlocks opportunities for agglomeration and rural development. Facilitate the development of high opportunity/ high growth niche sectors that have significant export potential. Facilitate strategic mega-investments that are transformative to the sector, create jobs and unlock value chain potential. Develop high-potential food processing suppliers on scale through facilitating upgrading programmes in partnership with the retailers and large agri-business players. Manage the development and implementation of Agro-Processing 1 sub-sectors programme and strategies. Manage and direct the Industrial Policy Action Plan processes, including the development of the key Action Programmes and their implementation. Manage the development and maintenance of databases of key companies in the Agro-processing sector. Engage in continual policy advocacy and coordination in the Agro-Processing industry that has potential growth. Manage the development of the National Food Control Agency legislative framework. Research and analysis. Manage the quarterly analysis of the performance of the Agro-Processing Industry. Provide guidance in research related to the Agro-Processing programme, which underpins the policies and strategies of the programme. Manage analysis to formulate or review the Agro-Processing policies, procedures and strategies in line with Industrial Policy. Stakeholder management: Create platforms for continuous engagement with key stakeholders. Manage the stakeholders, including other Government departments to develop a supporting policy environment. Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs aimed at improving the competitiveness of the Agro-Processing industry. Represent the department in all forums and focus groups, addressing the sector challenges. Initiate and provide inputs in meetings with industry associations and export councils to ensure alignment with the work of the unit. Directorate Management: Manage staff /personnel. Manage financial resources and assets of the unit. Manage the strategic planning of the unit. Monitoring and Evaluation. Manage the review of policies and methodologies and benchmark against international best practice. Provide support with the implementation of programmes. Develop and monitor corrective action to facilitate the implementation of the interventions.

# CORPORATE MANAGEMENT SERVICES BRANCH

## Director: Accommodation Management Services

All-inclusive remuneration package of R1,266,714.00 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. 5 years of experience in 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 the 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:** Facilities & Accommodation Management: 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. Security Management: 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. Vetting Services: Ensure a robust personnel vetting and background screening process in collaboration with the State Security Agency (SSA) (this name may be changing). Oversee risk profiling, security clearance applications., Occupational Health & Safety (OHS): 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. Strategic & Financial Management: 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.

**Note:** Shortlisted candidates will be subjected to a technical exercise. 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](mailto: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 Form Z83, obtainable from any Public Service Department, the dtic website or on the internet at [www.gov.za](http://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 /3864

**Closing Date: 27 October 2025**

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