



the dtic

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

## INDUSTRIAL COMPETITIVENESS AND GROWTH BRANCH

### Director: Agro-Processing 2

R1,266,714.00 (Level 13), (all-inclusive remuneration package)

Ref: (Ref: IC&G-102)

**Overview:** To lead and manage the development and growth of the Agro-processing sectors

**Mandatory requirements:** A qualification at NQF level 7 as recognised by the SAQA in Agriculture or Agro-processing studies/ Economics / Commerce. 5 years' experience at a middle / senior managerial level in the Agriculture or Agro-processing environment in both public or private sector.

**Key requirements:** Development of Agro-processing sector strategy. Development and Promotion of Priority Niche AgroSectors (Cannabis, Rooibos, Beverages, Wine, Horticulture, Red Meat and Piggery). Increase value added processing by small business. Stakeholder management. Research and analysis. Direct and Manage the Directorate. Monitoring and Evaluation

**Duties** Provide leadership in the development of the Agro-processing sector strategy. Develop the furniture industry strategy, organic produce industry strategy and Rooibos and Honey bush products strategy. Provide leadership in the development of Agro-processing sector policies. Manage and direct the Agroprocessing Industrial Policy Planning process. Engage in continual policy 54 advocacy and co-ordination in the Agro-processing sector. Development and Review of National Agro-processing framework and technical support to Agriculture & Agro-processing Master Plan. To establish a coordinated, crosssectoral framework that strengthens South Africa's Agro-processing value chains, enhances competitiveness, promotes transformation, and drives export growth. Development and implementation of Hemp and Cannabis Master Plan. Present the framework to the relevant departments. Facilitate the access of the dtic support programmes by small scale food processor. Identify potential small enterprise to be targeted for support. Build and maintain strong relationships with the stakeholders. Establish contact and set up information sharing session with other units in the dtic Liaising, consulting and networking with appropriate and relevant stakeholders for developing joint programs. Represent the department in all forums and focus addressing Agro-processing challenges. Provide analysis of the value chain in the Agro processing sector. Consolidate all research findings to formulate Agro processing sector procedure and strategy in line with Industrial Policy. Manage strategic planning for the directorate. Develop the strategic focus and policy direction for the directorate. Ensure the maintenance of effective internal administration of the directorate, e.g. the filing of all documents, the maintenance of records, approval of procurement and expenditure and all reporting requirements. Continuously review policies and methodologies and benchmark against international best practice. Manage consultants appointed to conduct studies Provide support with the implementation of programmes.

**Note:** In terms of the dtic's EE requirements, preference will be given to African males, African Females and persons with disabilities.

## INWARD INVESTMENT ATTRACTION, FACILITATION AND AFTERCARE BRANCH

### Assistant Director: Resource Based Industries

R605,742.00 (Level 10), (Commencing salary)

Ref: (IIAFA - 031)

**Overview:** o provide an investment promotion service in the Resource Based Industries (Agro-processing, Aquaculture, Mining & Downstream Mineral Beneficiation).

**Mandatory requirements:** A qualification at NQF level 7 in Business Management /Investment /Finance /Economics/Marketing or relevant qualification. 3-5 years' experience in Industry/Marketing / Finance in both private or public sector or relevant Environment

**Key requirements:** Experience in investment promotion or sector development. Understanding of agro-processing, aquaculture, mining or mineral beneficiation value chains. Experience in lead identification, preliminary project packaging and investor engagement. Stakeholder management with provinces, industry and export councils. Research and analytic skills for initial project assessment and sector trend analysis. Familiarity with CRM and project tracking systems for investor pipelines. Project coordination skills and basic financial monitoring experience. Good written and verbal communication skills and ability to travel as required.

**Duties:** Attraction, retention and expansion of investment: Provide inputs into recruitment strategies; support implementation of promotion programmes and investor targeting. Lead generation and project marketing. Identify and authenticate leads; prepare initial investment project lists and support packaging for conferences. Stakeholder management: Engage and maintain relations with public and private stakeholders and build partnerships. Customer relations management: Support CRM quality assurance and follow up on investment enquiries and leads. Sub-directorate support: Assist with reporting, monitoring operational risks and administrative management

**Note:** In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Males, White Males and persons with disabilities.

## CONSUMER AND CORPORATE REGULATIONS BRANCH

### Assistant Director: Liquor Law and Policy

R605,742.00 (Level 10), (Commencing salary)

Ref: (CCRB - 049)

**Overview:** To provide technical support in the development of policies, legislation, regulations and review of the Liquor law environment.

**Mandatory requirements:** A qualification at NQF level 7 in Law / Politics / Economics or relevant qualification. Experience: Minimum: 3-5 years' experience in Law, Politics, Economics in public or private environment.

**Key requirements:** Project Management experience. Understanding of the legislative and regulatory framework. Knowledge and understanding of Public Service Regulations, Public Service Act, PFMA and Treasury Regulations and Liquor Act 59 of 2003.

**Duties:** Provide support in the development of policies and legislations related to Liquor law regulations. Provide inputs into the development of policies and legislation or other legal prescripts related to Liquor law and regulations. Provide inputs on draft policy document based on research material and consultations conducted. Facilitate stakeholder consultations by inviting, confirming attendance, attending and taking minutes in stakeholders' consultations. Produce all recorded material from consultations and guiding on principles agreed upon in the consultations. Provide administrative support in the facilitation of the Cluster and Parliamentary process for introducing the policy or bill into Cluster, Cabinet and Parliament, and for gazetting. Facilitate the coordinating of legislative drafting process and participate in various legislative development processes. Conduct desktop research for domestic and international policies processes on Liquor law and Policy. Collate research material, case law, articles in relation to Liquor Law and Policy. Compile report based on research material in the preparation of inputs into the position papers for domestic and international policy processes. Facilitate the preparation, compilation and consolidation of the dtic' positions on policies and legislation of other government departments. Provide inputs in the compilation of the presentations for intergovernmental fora, workgroups and public events. Organise and participate in domestic liquor related engagements and participate in international engagements. Provide inputs into research conducted on policies, bills, amendments and regulation on Liquor law and policy. Stakeholder Management. Compile and update stakeholder database. Submit documents meant for public consultations to key stakeholders. Liaise with stakeholders on the provision of inputs timeously. Conduct education and awareness campaign. Compile a draft response to queries from the public and key stakeholders on liquor related matters. Provide support to the directorate in conducting education and awareness workshops on Liquor legislation. Provide secretariat to the National Liquor meetings. Organise engagements with National and Provincial departments, Provincial Boards and industry on liquor matters. Prepare agenda for the meetings. Prepare briefing packs for the meetings. Capture meetings' deliberations and resolutions and follow up on the activities and resolution adopted.

**Note:** In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Males and Females, White Males.

## OFFICE OF THE DIRECTOR-GENERAL

### Personal Assistant

R338,106.00 (Level 7), (Commencing salary)

Ref: (ODG - 018)

**Overview:** To provide a secretarial and administrative function to the Chief Director and facilitate the smooth administrative operation within the Chief Directorate: Chief Risk Office.

**Mandatory requirements:** Senior Certificate with a Secretarial Certificate or Diploma. 1-2 years' Experience in a Secretarial or Office Management Environment.

**Key requirements:** Experience performing advanced typing, minute-taking and record-keeping. Experience managing diaries, scheduling appointments and coordinating meetings. Experience drafting routine correspondence, briefings and reports. Experience in managing travel arrangements, accommodation and claims processing. Experience handling procurement of office requirements and monitoring office expenditure. Experience providing highlevel reception and telephone management with discretion. Ability to collate and scrutinise submissions and prepare briefing notes and agendas. Good organisational, communication and interpersonal skills; attention to detail.

**Duties:** Receive calls, perform advanced typing and operate office equipment; finalise enquiries and manage telephone discretion. Compile realistic schedules of appointments and coordinate engagements. Ensure flow and safekeeping of documents; collate progress, monthly and management reports; draft routine documents. Prepare meeting packs, record minutes/decisions, follow-up on actions and prepare briefing notes for the manager. Collect and coordinate documents related to the manager's budget; monitor expenditure and assist with MTEF inputs. Arrange travel, accommodation and meeting logistics; procure stationery and ensure the office is properly furnished. Maintain filing systems, manage document safekeeping and retrieve documentation for audits.

**Note:** In terms of the dtic's EE requirements, preference will be given to African Males, Coloured Females, Coloured Males, Indian Females, Indian Males and White Males.

**Note:** All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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

**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 / 5608

**Closing Date: 13 May 2026**

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