



the dtic

Department:  
Trade, Industry and Competition  
REPUBLIC OF SOUTH AFRICA

## TRADE BRANCH

### Deputy Director: Asia Bilateral Relations

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

Ref: (Trade – 034)

**Overview:** To conduct research and provide advice on the preparation and execution of trade and investment negotiations and policies in the Asia region.

**Mandatory requirements:** A qualification at NQF Level 7, as recognized by SAQA, in Economics/ International Relations or International Law with an Economics focus. 3 to 5 years of relevant managerial experience in international Relations or International Law in a public or private sector environment.

**Key requirements:** Proven ability to carry out economic research and analysis, including compilation of basic trade data and trends. Experience developing and reviewing international trade strategies and policies. Track record in negotiating bilateral trade agreements and preparing negotiation briefs. Strong stakeholder management skills, including liaison with foreign missions and interdepartmental forums. Programme management experience, with the ability to develop action plans and monitor the implementation of the Bi-national Commission programmes. Supervisory and financial management experience, including budget monitoring and performance management of staff. Excellent written and verbal communication skills, with the ability to draft technical reports, position papers, and speeches. Proficiency in project management and the Microsoft Office Package. Knowledge of Public Service Regulations, the Public Finance Management Act, PFMA, and Treasury Regulations.

**Duties:** Policy Foreign Trade Research & Analysis: Facilitate the compilation and analysis of basic economic data, trends and developments in the Asia region. Provide detailed technical and legal recommendations based on solid research and analysis. Develop and review international trade strategies and policies. Monitor the implementation of policies and strategies. Identify trade and investment opportunities and finalise country briefings to quality standards. Stakeholder Management: Liaise with foreign trade missions and internal stakeholders on bilateral trade and investment issues. Advise on negotiation agreements and their potential impact on South Africa's economic interests. Serve as a conduit between South Africa and negotiating partners, ensuring follow-up on intergovernmental meeting outcomes. Negotiations: Develop and recommend negotiating positions through data and information analysis. Conduct consultations to assess the costs and benefits of proposed Free Trade Agreements. Compile briefs on regional business developments, legal, and regulatory changes. Monitor developments in law and regulation to assess implications for South Africa. Bi-national Commission Programme: Facilitate the development of the Bi-national Commission programme and associated action plans. Monitor and report on the implementation of the programme. Participate in interdepartmental meetings and prepare progress reports ahead of Commission sessions. Communicate the bilateral trade strategy to relevant partners. Sub-Directorate Management: Manage collation of inputs for quarterly and annual reports, business plans, and targets. Monitor financial resources and assets of the unit. Supervise and develop sub-directorate staff, ensuring performance management processes are completed on time. Oversee reporting on financial and operational risk.

### Assistant Director: Asia Bilateral Relations

Commencing salary of R582,444.00 per annum

Ref: (Trade – 036)

**Overview:** To conduct research and provide advice on the preparation and execution of trade and investment negotiations and policies in Asia region.

**Mandatory requirements:** A qualification at NQF Level 6, as recognized by SAQA, in Economics/ International Relations or International Law with an Economics focus. 3 to 5 years of relevant experience in International Relations or International Law in a public or private sector environment.

**Key requirements:** Project Management, Strategic Management and Computer Literacy (Microsoft Office Package). Experience compiling and analysing economic data, trends and developments in Asia. Experience drafting country briefings, position papers and technical reports. Experience liaising with foreign trade missions and government departments. Experience coordinating stakeholder forums and interdepartmental meetings. Experience providing inputs to trade negotiations through research and analysis. Experience identifying trade and investment opportunities and monitoring policy implementation. Experience compiling progress and statistical reports.

**Duties:** Foreign Trade Research & Analysis: Provide inputs on compilation and analysis of basic economic data and trends. Provide input to the development and review of international trade strategies and policies. Update economic statistics quarterly and identify trade opportunities. Draft and update country briefings and respond to ad-hoc research enquiries. Stakeholder Management: Liaise with foreign trade missions and government departments. Maintain relations with foreign governments and internal stakeholders. Participate in stakeholder meetings and prepare meeting reports. Follow up on intergovernmental meeting outcomes. Negotiations: Provide inputs to negotiating positions through research and analysis. Convene consultation meetings for trade negotiations. Provide inputs on briefs and bulletins on regional business and regulatory developments. Bi-national Commission Programme: Identify and

coordinate stakeholders for the Bi-national Commission working group. Provide inputs to action plans and progress reports. Convene and attend working group meetings and implement project plans.

# OFFICE OF THE DIRECTOR - GENERAL

## 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:** A qualification at NQF Level 6, as recognized by SAQA, in Law / Public Administration / Secretariat or related field. 3 to 5 years of relevant experience in providing secretariat functions in the public/private sectors.

**Key requirements:** A Chartered Institute of Secretaries (CIS) certification will serve as an added advantage. 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. Excellent planning and organising skills. Excellent verbal and written communication skills. Understanding of PFMA, Public Service Act, and Regulations, Treasury Regulations. Excellent interpersonal skills. Attention to detail.

**Duties:** Meeting Preparation and Logistics: Coordinate venues, documentation, presenters, and scheduling for Exbo and subcommittee meetings. Draft and circulate agendas, collate and distribute document packs. Secretariat Services during and after meetings: 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 the required timelines. Maintain contact lists, develop a corporate calendar and manage digital record keeping. Provide extracts of minutes and update SOPs for secretariat processes. Governance Monitoring and Reporting: Conduct annual assessments and reviews of TORs and workplans. Compile self-assessment reports and implement improvements.

This is a re-advertisement of the above position and candidates who previously applied are requested to re-apply

**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. A 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 at SMS level 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](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: 04 August 2025**

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