

APPLICATIONS : Economic Development Department, Private Bag X 149, Pretoria, 0001 or Hand delivered to 77 Meintjies Street, the dti Campus, Block G, Ground Floor, Sunnyside, Pretoria.

FOR ATTENTION Ms M Mokhine

CLOSING DATE 25 November 2017

NOTES Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) and ID-document. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). **Applicants who do not comply with the above-mentioned requirements, as well as applications received late, faxed and emailed will not be considered. Failure to submit all the requested documents will result in the application not being considered.** Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Successful candidates will be appointed on a probation period of 12 months.

NOTE All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance.

POST **DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL, REF NO: EDD/2017/10/1**

LOCATION **PRETORIA**

SALARY Salary band A (level 13): R948 174.00 to R 1 116 918.00, all-inclusive flexible remuneration package per annum.

REQUIREMENTS

A Bachelor's degree in Public Administration (NQF level 7) as recognized by SAQA. Five (5) years of experience at a middle/senior managerial level.

DUTIES

Effective management of the Office of the Director-General (ODG). Effective management of submissions and correspondence. Management of governance structures within the Department. Strategic planning processes supportive to the functioning of the ODG. Support the DG in his/her oversight role in the functioning of the Department. Coordinating work within a government environment. Managing the interface between the Office of the DG, Ministry, Deputy Ministry, Department, and external liaison on administrative matters.

KEY COMPETENCIES:

Strategic capability and leadership; programme and project management; financial management; change management; service delivery innovation; problem solving and analysis; people management and empowerment; client orientation and customer focus; sound written and verbal communication skills; ability to influence and inspire action.

POST

ASSISTANT DIRECTOR: ADMINISTRATION (OFFICE OF THE DIRECTOR-GENERAL), REF NO: EDD/2017/10/2

LOCATION

PRETORIA

SALARY

Salary (Level 9): R 334 545.00 to R 404 121.00 per annum.

REQUIREMENTS

Appropriate Bachelor's Degree or a B-Tech as recognized by SAQA in Public Administration/ Management. 3 to 5 Years appropriate working experience.

DUTIES

Coordination of generic administration in the Office of the Director-General. Provide logistical support for meetings. Assist in providing financial management and administration support. Oversee the development and implementation of an effective document management system.

ENQUIRIES

Ms M Mokhine (012) 394 3426 or Mr Albert Malatji (012) 394 3501