

## DEPARTMENT OF TRADE INDUSTRY AND COMPETITION

- APPLICATIONS** : can be submitted: By post to the Registry Office, The Department of Trade Industry and Competition, Private Bag x84, Pretoria, 0001; Hand-delivered to **the dtic** Campus, corner of Meintjies and Robert Sobukwe Street, Sunnyside, Pretoria; or go to: <http://www.thedtic.gov.za> and click on the "Careers" link to submit online application. Applications must be submitted with a completed and signed form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents)
- CLOSING DATE** : 18 September 2020
- NOTE** : Shortlisted candidates will be subjected to a technical exercise and the selection panel for SMS position will further recommend candidates to attend a generic managerial competency-based assessment. Background verification and security vetting will form part of the selection process and successful candidates will be subjected to security vetting. Senior Management Pre-entry programme certificate obtained from National School of Government (NSG) is required for all SMS applicants. To access the pre-certificate course, please visit: <https://www.thensg.gov.za/>. **The dtic** is committed to the pursuit of diversity and redress. 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 short-listed 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. **The dtic** reserves the right not to fill any advertised position(s).

## OTHER POST

- POST 21/302** : **DEPUTY DIRECTOR: BRANCH FINANCIAL ADVISOR REF NO: CCRB/OPS MAN 007**  
Overview: To provide financial support services to management in the Consumer and Corporate Regulation Branch.
- SALARY** : R869 007 per annum (Level 12) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year National Diploma/Bachelor's Degree in Business/Public Administration, Finance and/or equivalent qualification. 3 - 5 year's relevant managerial experience in a Public/Private Sector in a finance environment. Key Requirements: Experience in financial management (Financial reporting, budget, cash flow management), expenditure management and supply chain management. Experience in compliance management. Experience in financial and procurement systems: BAS, LOGIS. Business and reporting skills, analytical problem and decision making skills. Corporate governance: Ethics, risk, fraud prevention and control. Communication skills (verbal & written), project management skills, interpersonal skills, planning and organising skills & time management skills. Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of supply chain management processes. Be proficient in MS Office software packages.
- DUTIES** : PFMA Compliance: Ensure compliance to Delegations of Power. Ensure compliance with TR and the dtic policies. Ensure compliance with general control requirements. Ensure response handling on audit queries. Ensure compliance i.r.o. Transfer payments. Provide advisory services to CCRB officials. Financial Reporting: Liaise with Management Accounts. Coordinate with the Annual financial statements and Annual report. Budgeting & Cash flow management: Costing of budget requirements. Verification and quality assurance of branch inputs. Ensure the accurate projections of expenditure. Verify and submit cash flows. Ensure spending in accordance with cash flows. Submit reports on cash flows. Management information: Provide Vulindlela managers with financial reports. Assist managers i.r.o. PFMA, TR, financial policies, procedures and other process requirements. Facilitate risk management processes. Administer Branch gifts and sponsorship register. Budget allocations and Ensure budget control: Checking of expenditure according to projections & business plan. Complete & submit budget breakdown summaries per branch, business unit, and directorates, as per NT format & SCOA requirements. Supply Chain Management: Facilitate the

procurement of goods & services. Administration of Stores. Administration of Orders. Administration of Tenders and Assets. Manage Expenditure control: Confirm the availability of funds. Administration of payments, S&T claims, Transfer payments and Petty cash. Certification of payroll reports. Administration of revenue collection Cellphone & other debt recovery. Customer relationship management: Response handling on CFO Help Desk requests and general enquiries. Support for Divisional meetings.

**ENQUIRIES**

: Should you have enquiries or experience any problem submitting your application contact the Recruitment Office on Tel No: (012) 394 1809/1835.

**NOTE**

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