

DEPARTMENT OF SCIENCE AND INNOVATION

The Department of Science and Innovation is an affirmative action employer, and coloured people, white women and people with disabilities are encouraged to apply for these posts.

- CLOSING DATE** : 04 November 2022
- NOTE** : Applications quoting the relevant reference number must be accompanied by a fully completed and signed new Z83 form and up-to-date curriculum vitae only (including three contactable referees). Each application for employment form must be fully completed, duly signed, dated and initialed by the applicant, failure to do so will result in your application not being considered. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. No copies/attachments/proof on application, only Z83 and CV. Human Resources will request certified documents from shortlisted candidates on or before the day of the interview. A new application for employment form (Z83) became effective as of 1 January 2021. Individuals applying for a post must submit the new application form, which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. Applications submitted on the old forms will not be considered. Applications must be emailed to the email address specified for the particular post. Applications received on the wrong email address will be disqualified. Applications must be submitted as one combined document. Shortlisted candidates will be subjected to personal suitability checks (criminal record check, citizenship verification, previous employment verification and verification of qualifications and creditworthiness). It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The Department will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the Department. The Department reserves the right not to make any appointment. All candidates for Senior Management Service (SMS) positions will be subjected to a technical exercise to test relevant technical elements of the job, the logistics for which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to undergo a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) directive on the implementation of competency-based assessments and using the mandated DPSA SMS competency-assessment tools. All SMS candidates must have completed a senior management leadership programme with either the National School of Government (NSG) or a higher education institution accredited by the NSG (see <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>) and must submit proof of this with their applications. For more information on the course please visit the NSG website: <https://www.thensg.gov.za>.

MANAGEMENT ECHELON

- POST 40/93** : **DEPUTY DIRECTOR - GENERAL: TECHNOLOGY INNOVATION REF NO: 22/10/01**
- SALARY** : R1 544 415 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An NQF level 8 qualification in natural science/engineering. A postgraduate degree at master's level would be an advantage. 8 years' experience in senior management in innovation, research and development. Good knowledge of the national system of innovation, Public Finance Management Act and Treasury Regulations. Understanding of departmental policies and strategies, government priorities and policy formulation, and the Public Service Act and Regulations. Understanding of the international cooperation environment. Knowledge of the Technology Innovation Act, the South African Space Agency Act and the Intellectual Property Rights from Publicly Financed Researched and Development Act (IPR Act).
- DUTIES** : Provide guidance and steer the South African space science and technology programme. Provide leadership in innovation planning and the commercialisation of intellectual property arising from publicly funded research and development. Provide leadership in the enhancement of SA's readiness for the 4th industrial revolution and helping to move SA towards a knowledge-

based bioeconomy, including the mainstreaming of indigenous knowledge systems. Provide leadership in the planning, development and implementation of low carbon energy solutions for the country. Ensure that proper policies and instruments are in place for proper functioning of the National Intellectual Property Management Office and the implementation of the IPR Act. Strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Ms Duduzile Magampa Tel No: 012 843 6704

APPLICATIONS : Applications must be to emailed ddgti@dst.gov.za

NOTE : First preference will be given to women.

POST 40/94 : **CHIEF DIRECTOR: SCIENCE MISSIONS REF NO: 22/10/02**

Re-advertisement. People who previously applied do not need to reapply but may submit amended applications.

SALARY : R1 269 951 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An NQF level 7 qualification in natural science, physical science and/or social sciences. A postgraduate degree will be an added advantage. A minimum of five years' experience in a research, research management or related environment at senior management level. Good knowledge and understanding of the national system of innovation. Understanding of corporate governance systems. Experience in policy formulation, analysis and implementation. Understanding of the Public Finance Management Act and the Public Service Act. Knowledge and management of relevant legislation. Skills: Strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation. Problem solving, communication (writing, presentation and verbal), computer skills, research and analytical skills, negotiation, monitoring and evaluation, and stakeholder management. Attributes: Customer and service orientation. Ability to engage and provide leadership to diverse stakeholders, to work under pressure, to work independently and as part of a team. Ability to conduct relations building and multi-stakeholder management. Innovative, creative and diplomatic.

DUTIES : Oversee policy advocacy including the successful implementation of application legislation Indigenous Knowledge Systems (IKS). Ensure policy oversight and strategic management and investment in earth systems sciences, palaeosciences, and marine and Antarctic research. Enhance the scientific, transformation and socio-economic impacts of science missions through partnerships, impact evaluations, and institutional reform. Provide strategic programme management, empowerment, and financial management of the allocated budget.

ENQUIRIES : Ms Duduzile Magampa Tel No: 012 843 6704

APPLICATIONS : Applications must be emailed to cdsm@dst.gov.za

POST 40/95 : **DIRECTOR: RADIO ASTRONOMY PROJECTS REF NO: 22/10/03**

SALARY : R1 073 187 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An NQF level 7 qualification in natural sciences, physical sciences or engineering services. A master's degree would be an advantage. At least 5 years' working experience at middle/senior management level in a research and development environment. Experience in large-scale global science projects would be an advantage. Knowledge and understanding of the national system of innovation, the South African astronomy landscape and the Public Finance Management Act. Interpersonal, project management, negotiation and stakeholder engagement skills and experience. Must be visionary, proactive and decisive.

DUTIES : Responsible for the development and implementation of radio astronomy programmes, including the MeerKAT, Square Kilometre Array and African Very Long Baseline Interferometry telescope projects. Develop relevant policies, strategies, strategic partnerships and other interventions. Ensure astronomy-related human capital development and efficient implementation of the National Strategy for Multi-wavelength Astronomy. Facilitate socio-economic opportunities (technology development, innovation and spin-offs) from the investments being made. Strategic direction, human resource management and financial management.

ENQUIRIES : Ms Duduzile Magampa Tel No: 012 843 6704
APPLICATIONS : Applications must be emailed to drap@dst.gov.za
NOTE : First preference will be given to women and/or coloured or white people and/or people with disabilities.

POST 40/96 : **DIRECTOR: REGULATORY AND COMPLIANCE REF NO: 22/10/04**

SALARY : R1 073 187 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 7 qualification in law. Must be admitted as an attorney. Training in intellectual property (IP) and technology transfer and/or a certificate in management would be an advantage. At least 5 years' experience at a middle or senior management level in an IP management, technology transfer or related environment. Proven experience in policy and legislative development. Proven, accomplished record in intellectual property management and/or technology transfer. Knowledge of the South African IP regime as well as all the applicable legislation. Good knowledge and understanding of the Public Finance Management Act. Good knowledge and understanding of the national system of innovation. Excellent communication (writing, speaking and presentation) skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientation. Strategic capability and leadership. Policy development and managerial skills. Ability to work independently, as part of a team and under pressure. Must be innovative, creative, a strategic thinker and diplomatic.

DUTIES : Monitor compliance with and enforcement of the Intellectual Property Rights from Publicly Financed Research and Development Act (IPR Act) and its regulations. Manage IP transactions, full cost submissions and abandonment of IP referred to the National IP Management Office by funding recipients. Develop and manage the IP disclosure and protection framework. Develop and manage the implementation of guidelines in terms of the IPR Act and regulations. Manage the provision of legal support related to the IPR Act and regulation queries. Strategic management, including people management and empowerment and financial management of the allocated budget.

ENQUIRIES : Duduzile Magampa Tel No: 012 843 6704
APPLICATIONS : Applications must be emailed to drc@dst.gov.za
NOTE : First preference will be given to women.

OTHER POSTS

POST 40/97 : **DEPUTY DIRECTOR: EARTH OBSERVATIONS REF NO: 22/10/05**

SALARY : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification/bachelor's degree in natural sciences or engineering. Postgraduate in remote sensing or geospatial science would be an advantage. At least 3 years' working experience in Earth observations. A valid driver's licence and willingness to travel. Knowledge of the national system of innovation. Knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Understanding of the space science and technology landscape at local, regional and international level. Good understanding Earth observations dynamics and role players in South Africa. Excellent communication (writing, speaking and presentation) skills. Good interpersonal and listening skills. Negotiation and problem solving skills. Project and change management skills. Planning, basic strategic and policy development skills. People management, networking and stakeholder management skills. Computer literacy, stakeholder liaison, research and analytical skills. Ability to work independently and as part of a team, and to work under pressure. Assertive and flexible. Creative and innovative.

DUTIES : Facilitate earth observations strategy review and implementation. Oversee the development and implementation of Earth observation applications. Provide support to and oversight of DSI entities in space science and technology. Facilitate strategic partnerships through bilateral and multilateral arrangement. Promote human capital and technology incubators, industry development and the public benefits of space science and technology.

ENQUIRIES : Nontobeko Nkosi Tel No: 012 843 6861
APPLICATIONS : Applications must be emailed to ddeo@dst.gov.za

- POST 40/98** : **DEPUTY DIRECTOR: GREEN ECONOMY REF NO: 22/10/06**
- SALARY** : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in a scientific or economic discipline. A bachelor's or postgraduate degree would be an advantage. At least 3 years' working experience in the management of research, development and innovation in an innovation-driven environment, or relevant industrial/commercial experience or relevant public service experience. Knowledge of innovation strategy and policy. Knowledge of public service budgeting, financial management and human resource management. Knowledge of international developments and governance arrangements as they apply to the green technologies space. Excellent knowledge of green and climate technologies. Good knowledge of the green technologies sector in South Africa (both supply and demand issues). Strong skills in strategy and policy development. Good knowledge of industrial development policies, frameworks and support programmes. Excellent communication (writing, speaking and presentation) skills. Good management, financial management and negotiation skills. Programme, project management, policy and formulation skills. Monitoring and evaluation skills. Research and analytical skills. Ability to work with different kinds of people. Ability to position and highlight the links between the efforts and interventions of the Department and the development priorities of South Africa. Creative.
- DUTIES** : Implement strategies in the green economy sector in South Africa. Facilitate project implementation for identified green economy initiatives, projects and programmes. Engage with stakeholders and develop partnerships with national and international partners. Create awareness of the green economy within the Department and nationally. Provide strategic support in the directorate.
- ENQUIRIES** : Nontobeko Nkosi Tel No: 012 843 6861
APPLICATIONS : Applications must be emailed to ddge@dst.gov.za
- POST 40/99** : **DEPUTY DIRECTOR: STRATEGY AND PLANNING REF NO: 22/10/07 (X2 POSTS)**
- SALARY** : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in social science/public administration/commerce/humanities. A minimum of 3 years' experience in strategic planning. Knowledge and understanding of national planning practices, planning methodologies, science and technology policy, and economic analysis. Understanding of the national system of innovation, the Public Finance Management Act and the Public Service Regulations. Strategic planning, communication (writing, speaking and presentation), report writing, computer literacy, analytical, research and project management skills. Good interpersonal skills. Innovative, able to liaise with stakeholders, able to communicate at all levels, self-driven and conscientious.
- DUTIES** : Coordinate the development of the Department's five-year strategic plans. Coordinate the development and submission of the Department's annual performance plan and related technical indicator descriptions. Manage the non-financial chapter of the Estimates of National Expenditure (ENE) and Adjusted ENE under the CFO's leadership. Coordinate the development of the Programmes' (branches') operational plans. Ensure the alignment of the plans of the public entities reporting to the Department with departmental priorities. Implement components of the Operations Management Framework relevant to planning.
- ENQUIRIES** : Ms Dolly Masuku Tel No: 012 843 6692
APPLICATIONS : Applications must be emailed to ddsp@dst.gov.za
NOTE : First preference will be given to white or coloured people.
- POST 40/100** : **DEPUTY DIRECTOR: POLICY DEVELOPMENT AND INSTITUTIONAL COLLABORATION (INDIGENOUS KNOWLEDGE SYSTEMS) REF NO: 22/10/08**
- SALARY** : R744 255 per annum, (all-inclusive remuneration package)
CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in social sciences or indigenous knowledge systems. A minimum of 3 years' experience in policy and legislation development. Experience in international relations would be an advantage. Knowledge of the formulation and analysis of policy and legislation, budgeting and financial principles, indigenous knowledge systems (IKS), project management and intellectual property rights. Knowledge of international relations and protocols and the functioning of UN agencies. Computer, financial management, research and analytical skills. Project management, organising and record keeping skills. Information gathering, interpretation and communication skills. Must be an energetic and driven professional who is able to coordinate research projects and to liaise with various stakeholders, as well as a strategic thinker on IKS and related beneficiation processes. Able to work well under pressure and take the initiative. Team player and result-oriented individual.
<u>DUTIES</u>	:	Responsible for policy and legislation. Develop policies and legislative proposals for the protection, promotion, development and management of IKS. Organise local, regional and international policy/legislation debates on IKS through conferences, workshops and symposiums. Submit inputs on the implementation of treaties to which South Africa is a signatory. Draft departmental positions for the various UN platforms related to indigenous knowledge and indigenous communities. Collaborate with various institutions. Develop bilateral partnerships with relevant stakeholders to support IKS activities. Develop and maintain relations with other government departments. Facilitate organisational transition.
<u>ENQUIRIES</u>	:	Ms Lerato Maduna Tel No: 012 843 6709
<u>APPLICATIONS</u>	:	Applications must be emailed to ddpdic@dst.gov.za
<u>NOTE</u>	:	First preference will be given to white or coloured people and people with disabilities.
<u>POST 40/101</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PARTNERSHIPS REF NO: 22/10/09</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in international relations, diplomatic studies or a scientific field. A minimum of 3 years' experience in international relations, scientific related field or public administration with sound project and financial management. Knowledge and understanding of the national system of innovation, international relations, and international science systems and policies. Knowledge of the government policy environment. Knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Knowledge of the international science, technology and innovation (STI) landscape. Excellent interpersonal skills. Excellent writing and computer skills. Good communication, managerial, administrative, analytical and research skills. Project management, strategic thinking, negotiation, problem-solving and science diplomacy skills. Ability to engage with a wide variety of STI stakeholders. Ability to work independently and as part of a team. Emotional intelligence, personal motivation and willingness to learn.
<u>DUTIES</u>	:	Facilitate South Africa's participation in competitive European Union (EU) funding programmes. Facilitate the access of the national system of innovation to international knowledge, capacities and resources. Facilitate the strengthening of Africa-EU STI cooperation. Manage human and financial resources. Administration. Facilitate the strengthening of stakeholder collaboration (internal and external).
<u>ENQUIRIES</u>	:	Ms Dolly Masuku Tel No: 012 843 6692
<u>APPLICATIONS</u>	:	Applications must be emailed to ddsps@dst.gov.za
<u>NOTE</u>	:	First preference will be given to coloured people and people with disabilities.
<u>POST 40/102</u>	:	<u>DEPUTY DIRECTOR: AFRICA BILATERAL COOPERATION REF NO: 22/10/10</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 6 qualification in international relations, diplomatic studies or any scientific field. At least 3 years' experience in international relations. Knowledge and understanding of the national system of innovation, international relations, the international science system, and departmental policies and frameworks. Good knowledge and understanding of the Public

Finance Management Act and the Public Service Regulations. Planning, leadership, change management, people management, stakeholder management and problem-solving skills. Policy development, communication (written, spoken and presentation), research and analytical, events management, negotiation and relationship building skills. Computer literacy. Ability to work under pressure, independently and as part of a team. Assertive and flexible, innovative, creative and diplomatic.

DUTIES : Expand, transform and enhance the responsiveness of the national system of innovation by securing foreign funds for STI from international partners. Increase international exposure to regional, continental and global knowledge and STI networks. Facilitate human capabilities and skills for economic development. Increase knowledge generation and innovation output by increasing the participation of South Africans in international human capital development opportunities. Promote science diplomacy through engagements with bilateral partners (including events led by the Department of International Relations and Cooperation and the Presidency). Facilitate knowledge utilisation for economic development. Increase the use of innovation as an enabler in the delivery of efficient services and access to government programmes. Manage human and financial resources. Administration.

ENQUIRIES : Ms Dolly Masuku Tel No: 012 843 6692

APPLICATIONS : Applications must be emailed to ddabc@dst.gov.za

NOTE : First preference will be given to coloured people and people with disabilities.

POST 40/103 : **DEPUTY DIRECTOR: HYDROGEN AND ENERGY REF NO: 22/10/11**

SALARY : R744 255 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An NQF level 6 qualification in science or engineering. At least 3 years' working experience in research or engineering in the energy sector or energy policy environment. Knowledge of government science and technology systems, in particular the national system of innovation. Knowledge of research and development activities in the energy sector. Knowledge of the National Research and Development Strategy. In-depth understanding of the South African energy system. A well-developed understanding and knowledge of emerging low carbon technologies, e.g. hydrogen and fuel cell technologies, energy storage, and carbon capture and utilisation. Excellent communication and report writing skills. Good interpersonal and listening skills. Presentation and negotiation skills. Project and financial management skills. Computer literacy (MS Word, Excel, PowerPoint, process flow, and databases). Ability to work independently and as part of a team. Creative, reliable and analytical. Must have integrity and be a hard worker.

DUTIES : Implementation and coordination of the National Hydrogen, and Fuel Cell Technologies Research, Development and Innovation (RDI) Strategy. Manage public awareness and technology deployment initiatives. Liaise with relevant stakeholders in the RDI space to gather inputs to formulate relevant roadmaps. Manage and coordinate the role of the Department of Science and Innovation in supporting the responsible use of energy resources.

ENQUIRIES : Nontobeko Nkosi Tel No: 012 843 6861

APPLICATIONS : Applications must be emailed to ddhe@dst.gov.za

NOTE : First preference will be given to coloured people.

POST 40/104 : **DEPUTY DIRECTOR: INDUSTRY AND ENVIRONMENT REF NO: 22/10/12**

SALARY : R744 255 per annum, (all-inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : An NQF level 6 qualification in life science or technology innovation management. A bachelor's degree would be an advantage. At least 3 years' management experience in the industrial biotechnology sector. Knowledge and understanding of the national system of innovation. Knowledge of industry and environment innovation and policies. Understanding of innovation value chains related to the industrial and environmental bioeconomy. Good understanding of the Public Finance Management Act and Public Service Regulations. Excellent spoken and written communication skills. Good planning, organising and negotiation skills. Project management and policy formulation skills. Ability to analyse information and interpret documents. Ability to work independently and as part of a team. Innovative, creative, energetic, diplomatic and attentive to detail.

- DUTIES** : Contribute to the development and growth of the industrial and environmental sectors of the bioeconomy. Support the translation of research, development and innovation outputs to grow the industrial and environmental bioeconomy. Provide support in the achievement of operational plan and annual performance plan targets. Provide support in initiating and coordinating strategic international cooperation in the bioeconomy. Provide input, strategic advice and professional support on industrial and environmental biotechnology issues to the Department of Science and Innovation and the South African government.
- ENQUIRIES** : Nontobeko Nkosi Tel No: 012 843 6861
APPLICATIONS : Applications must be emailed to ddie@dst.gov.za
NOTE : First preference will be given to coloured people and people with disabilities.
- POST 40/105** : **ASSISTANT DIRECTOR: ADMINISTRATION IN THE OFFICE OF THE DG REF NO: 22/10/13**
- SALARY** : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : A registered NQF level 6 qualification in public administration, business administration or business management. At least two years' experience in office administration. Knowledge of government and parliamentary processes, and departmental policies, processes and procedures. Knowledge and understanding of organising, planning, executing and monitoring projects, and good knowledge and understanding of the Public Finance Management Act and Public Service Regulations. Must have organisational and administrative skills, excellent communication (writing and speaking) skills (including report writing skills), as well as financial management and problem-solving skills. Computer literate. Good interpersonal skills. Able to work with people of all kinds, under pressure and independently, while still consulting where necessary. Must be reliable and trustworthy, attentive to detail and focused on clients and results.
- DUTIES** : Provide administrative support and manage the office of the Director-General (DG). Provide secretarial and logistical support to the DG. Provide support with parliamentary processes. Follow up and coordinate DG referrals. Manage human resources.
- ENQUIRIES** : Mr Elvis Kgoale Tel No: 012 843 6409
APPLICATIONS : Applications must be emailed to asda@dst.gov.za
- POST 40/106** : **ASSISTANT DIRECTOR: SPECIAL PROGRAMMES REF NO: 22/10/14**
- SALARY** : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : NQF level 6 qualification in social sciences or industrial psychology. Minimum of 2 years' experience in the implementation of health and wellness programmes and provision of counselling. Valid driver's licence. Knowledge of Public Service Act and Regulations, the Public Finance Management Act and the Employment Equity Act, as well as employee assistance programme policies and standards, employee wellness theory and models, gender issues and related policies, disability issues and related policies, and the Batho Pele principles. Knowledge of events management. Knowledge and understanding of psycho-social issues in the workplace, HIV and Aids workplace programmes and the Occupational Health and Safety Act. Research and analytical skills. Good interpersonal skills. Good communication (writing, speaking and presentation) skills. Counselling, crisis and trauma management skills. Coordination, organising and planning, marketing and events management skills. Ability to work individually and in team, and under pressure. Ability to work with difficult people and to resolve conflict. Responsible and loyal. Creative and able to take the initiative. Ability to maintain confidentiality. Driver's licence.
- DUTIES** : Manage the Employee Health and Wellness Programme. Provide input into the design and development of the programme. Manage direct Employee Assistance Programme service provision to employees and their family members. Manage and coordinate health and wellness events. Coordinate education and awareness programmes, and health management programmes. Provide secretarial support for the Healthcare and Wellness Support Committee. Implement health interventions and draft the reports. Manage internal gender and disability programme. Provide administrative support and

		implement internal controls. Administer and implement the Department's Batho Pele action plan.
<u>ENQUIRIES</u>	:	Ms Lerato Maduna Tel No: 012 843 6709
<u>APPLICATIONS</u>	:	Applications must be emailed to asdsp@dst.gov.za
<u>POST 40/107</u>	:	<u>ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 22/10/15</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An NQF level 7 qualification in logistics, finance or supply chain management. 3 years' experience in an asset management environment at supervisory level. Knowledge of public service rules and prescripts, the Public Finance Management Act, and Treasury Regulations and guidelines. Knowledge of asset management processes, procedures and frameworks. Knowledge of Supply Chain Framework and Environment. Knowledge of tools and techniques for asset verification, the Standard Chart of Accounts, and the principles and practice of asset management. Analytical, financial management, project management, communication and people management skills. Ability to work individually and as part of a team, and to establish and maintain internal and external networks. Ability to work under pressure. Creative and able to take the initiative.
<u>DUTIES</u>	:	Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers. Monitor and review the allocation of assets to asset holders. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Disposal of redundant and obsolete assets. Promote the correct implementation of sound asset management practices. Supervise employees to ensure sound physical asset management.
<u>ENQUIRIES</u>	:	Ms Lerato Maduna Tel No: 012 843 6709
<u>APPLICATIONS</u>	:	Applications must be emailed to asdam@dst.gov.za
<u>POST 40/108</u>	:	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 22/09/16</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A relevant NQF level 7 qualification in financial management, accounting or cost and management accounting. Minimum of 3 years' relevant supervisory experience. Knowledge of the Public Financial Management Act, Treasury Regulations, budget processes, financial management, management accounting, the Basic Accounting System (BAS) and the Standard Chart of Accounts. Budgeting, communication, report writing and negotiations skills. Computer literate, and customer and service delivery oriented. Innovative and accurate. Must meet the requirements indicated in the Competency Framework for Financial Management.
<u>DUTIES</u>	:	Coordinate, review, analyse and quality assure supporting financial information for planning purposes. Coordinate, review, analyse and quality assure the budget preparation process, e.g. the preparation of and consultation on the MTEF budget process. Analyse, interpret and implement the Treasury guidelines for the Estimates of National Expenditure (ENE). Develop templates for the collection of budget information from line functions. Align budget statements with the annual performance plan, strategic plan and national spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury, and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process for the implementation of the adjusted ENE process. Assess where the shifting of funds/virements is required and possible by reviewing expenditure against budget, and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Ensure that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions.
<u>ENQUIRIES</u>	:	Ms Lerato Maduna Tel No: 012 843 6709
<u>APPLICATIONS</u>	:	Applications must be emailed to asdma@dst.gov.za

- NOTE** : First preference will be given to white or coloured people or people with disabilities applicants.
- POST 40/109** : **ASSISTANT DIRECTOR: CLUSTER ADMINISTRATION REF NO: 2022/10/17**
- SALARY** : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : A registered NQF level 6 qualification in public administration, management, development studies, social science or political science. At least 2 to 3 years' relevant experience. Excellent knowledge of government, cluster systems and parliamentary processes. Knowledge of the planning systems in government, government monitoring and evaluation systems, and government strategy and operating frameworks. Understanding of the different spheres of government and their powers and functions, outcomes-based methodology, the government programme of action system, integrated planning and implementation, intergovernmental relations and government coordination mechanisms. Excellent and spoken and written communication skills, including high-level report writing and the production of organisational performance reports. Ability to pay attention to detail, analyse information and interpret documents. Good interpersonal and relation management skills. Project management, problem solving, and monitoring and evaluation skills. Ability to work independently while still consulting others. Ability to work under pressure and with a variety of people and programmes, and to meet deadlines. Must have an enquiring mind, and be creative and innovative.
- DUTIES** : Provide strategic support to cluster meetings and makgotla. Monitor and evaluate cluster work. Manage the alignment of the Department's priorities with those of the cluster. Coordinate Cluster meetings.
- ENQUIRIES** : Mr. Elvis Kgoale Tel No: 012 843 6409
APPLICATIONS : Applications must be emailed to asdca@dst.gov.za
- POST 40/110** : **ASSISTANT DIRECTOR: SCIENCE AND TECHNOLOGY EXPENDITURE PLANNING REF NO: 22/10/18**
- SALARY** : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in statistics, economics, public finance, sciences or development studies. A minimum of 2 years' experience in statistical analysis, public finance and data analysis and/or economics. Knowledge and understanding of national science and technology (S&T) policy and other national policies. Good knowledge of South Africa's S&T policy environment. Understanding of policies related to science, technology and innovation (STI), e.g. the White Paper on STI. Knowledge and understanding of the Public Finance Management Act, Treasury Regulations and Public Service Regulations. Knowledge of government programmes for investment in STI. Good communication and report writing skills, project management and quantitative analytical skills. Proficiency in data management and statistical data analysis software packages. Ability to understand new concepts quickly. Stakeholder relations, research and analytical, planning and coordination skills. Computer literate (MS Word, Excel, Access and PowerPoint). Good interpersonal skills, ability to work under pressure, ability to work independently and as part of a team, integrity, honesty and creativity.
- DUTIES** : Compile a survey report on government funding of scientific and technological activities (STAs). Collect data from public research institutions on STAs. Coordinate NSI longitudinal datasets on government STA funding. Coordinate STI budget. Conduct research performance data on the National Research Information Business Intelligence Warehouse. Provide administrative support.
- ENQUIRIES** : Ms Tshiamo Letswalo Tel No: 012 843 6675
APPLICATIONS : Applications must be emailed to asdstep@dst.gov.za
- POST 40/111** : **PERSONAL ASSISTANT TO THE TO THE DEPUTY DIRECTOR-GENERAL REF NO: 22/10/19**
- SALARY** : R261 372 per annum
CENTRE : Pretoria
REQUIREMENTS : A secretarial diploma or equivalent qualification. A minimum of 3-5 years' experience rendering support to senior management. Knowledge of relevant

departmental policies and protocols, Treasury Regulations, the Public Finance Management Act and the Public Services Regulations. Good computer skills (MS Word, Excel, PowerPoint and Outlook, and use of the Internet). Good communication skills. Strong negotiation skills. Project management, event coordination, general office administration, document and file management, and organising skills. Client focused and result orientated. Diplomacy and excellent interpersonal skills. Proactive. Ability to work with and in teams and to multi-task.

DUTIES : Provide secretarial support. Office administration and coordination. Provide logistical support. Coordinate events. Manage documents and keep records.
ENQUIRIES : Mr Elvis Kgoale Tel No: 012 843 6409
APPLICATIONS : Applications must be emailed to pa@dst.gov.za
NOTE : Preference will be given to white or coloured applicants

POST 40/112 : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 22/10/20**

SALARY : R261 372 per annum
CENTRE : Pretoria
REQUIREMENTS : An NQF level 6 qualification in finance and/or commerce. Minimum of 1 year's relevant experience in a financial environment. Knowledge of the Public Finance Management Act, Treasury Regulations, budget process, financial management, management accounting, the Basic Accounting System (BAS) and the Standard Chart of Accounts (SCOA). Budgeting, communication, report writing and, negotiation skills. Computer literacy. Must be customer and service oriented. Must be innovative and accurate.

DUTIES : Expenditure monitoring: Capture the original budget of Programmes (branches) on BAS, request BAS reports for the preparation of expenditure controls and distribute to the relevant managers and Programme (branch) budget coordinators, analyse programmes spending and advise managers on potential over/underspending, confirmation of budget and SCOA allocations. Correct incorrectly posted expenditure through passing of journals. Budget planning: Effect necessary adjustments to units' budgets before, during and after the adjustments estimates of National Expenditure (ENE) process, upload the original budget and the budget adjustments on internal templates before submission to the Programmes, complete database for ENE, Adjusted ENE, MTEF and complete drawings schedule. Complete relevant documents for financial statements: Appropriation statement and annexures as per prescribed format. Verification of transfer payments: Check the payment documents to verify that they meet all the requirements and correspond with Programmes on any budget inputs required.

ENQUIRIES : Ms Pulane Selomo Tel No: 012 843 6645
APPLICATIONS : Applications must be emailed to sama@dst.gov.za

POST 40/113 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION: BID AND QUOTATIONS REF NO: 22/10/21**

SALARY : R176 310 per annum
CENTRE : Pretoria
REQUIREMENTS : Matric certificate or equivalent. NQF 5 and above would be an advantage. Knowledge of public service rules and prescripts, the Public Finance Management Act, Treasury Regulations and guidelines, and Supply Chain Management Framework and Environment. Understanding of Logis. Good communication (writing and speaking) skills, interpersonal skills and financial management skills. Computer literate. Ability to work individually and as part of a team, and under pressure. Ability to establish and maintain internal and external networks. Self-driven, reliable and honest.

DUTIES : Verify terms of reference/specifications for correctness and completeness before sourcing quotations, verify requests for quotations for correctness and completeness, conduct research and source companies from the Central Supplier Database (CSD) and other relevant sources, source quotations and evaluate received quotations. Compile bid documents and advertise. Verify requests for the invitation of bids for correctness and completeness. Draft bid advertisements and compile standard bidding forms before bid is published. Receive and process bid applications. Process adverts in the Government Tender Bulletin and newspapers. Go through checklist to ensure that proposals received comply with requirements. Register bids and ensure safe-keeping of bids received before the closing date. Conduct checklist and compliance of

received proposals. Coordinate the evaluation of received bids through various Bid Committees, prepare documentation and calculate the scores of the potential bidders, write up the recommendations of Bid Committee for decision making. Obtain approval of the recommended service provider, and facilitate implementation. Draft correspondence on decision to bidders, and a letter of acceptance to the appointed service provider. Implement and provide advice on policies and procedures. Ensure compliance with supply chain management policies and procedures. Provide advice to clients and service providers regarding SCM policies and procedures, and provide input when policies and procedures are reviewed, as well as at briefing sessions, evaluation meetings, the award stage, etc.

ENQUIRIES : Ms Pulane Selomo Tel No: 012 843 6645
APPLICATIONS : Applications must be emailed to abq@dst.gov.za

POST 40/114 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ACQUISITION (CONTRACTS) REF NO: 22/10/22**

SALARY : R176 310 per annum
CENTRE : Pretoria
REQUIREMENTS : Matric certificate or equivalent. NQF 5 and above would be an advantage. Knowledge of contract management, the Preferential Procurement Policy Framework Act, the Public Finance Management Act, the Treasury Regulations and supply chain process and procedures. Good communication (writing and speaking) skills, interpersonal skills, computer literacy and record-keeping skills. Ability to work individually and as part of a team, and to work under pressure. Pay attention to detail and be proactive.

DUTIES : Administer contracts database. Gather contract information from project owners, capture information on contracts numerically on the database, including the contract number, duration of the contract, ceiling price and who the project owner is. Maintain the database, track contract variables monthly, and ensure that project owners have received the goods and services. Monitor and evaluate the performance of contractors, send out surveys to the end users, ensure that final payment has been made according to the service level agreement. Report on contracted services, draft a report on contracts to supervisor and the Head: Supply Chain Management, and send a notification to project owners when the duration of their contract is approaching its end. Manage records, open and close files for each contract, maintain both paper and electronic contract files, and manage the disposal of records in terms of the agreed term. Assist with payment administration and bid administration.

ENQUIRIES : Ms Pulane Selomo Tel No: 012 843 6645
APPLICATIONS : Applications must be emailed to ac@dst.gov.za
NOTE : First preference will be given to white or coloured people or people with disabilities applicants.

POST 40/115 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ORDERS REF NO: 22/10/23**

SALARY : R176 310 per annum
CENTRE : Pretoria
REQUIREMENTS : Matric certificate or equivalent. NQF 5 and above would be an advantage. Knowledge and understanding of Logis and BAS, the Broad-Based Black Economic Empowerment Act, the Preferential Procurement Policy Framework Act, the Public Finance Management Act and Treasury Regulations, supply chain process and procedures, and technical aspects of the position. Good communication (writing and speaking) skills, interpersonal skills and computer literacy. Ability to work with people of all kinds, in a team and under pressure, and to pay attention to detail. Must be self-driven, innovative, reliable, honest and tolerant.

DUTIES : Order/purchase goods and services. Capture requisitions on Logis. Verify transactions and generate orders on Logis. Mail authorised orders to service providers. Keep the Logis database. Liaise with suppliers and end-users. Inform end-users about expected deliveries and communicate with external vendors. Record keeping and filing (including the filing of procurement advices and copies of orders in numerical order). Forward documentation to transit. Compile commitment reports. Conduct monthly follow-ups on orders and update commitment report.

ENQUIRIES : Ms Pulane Selomo Tel No: 012 843 6645

- APPLICATIONS** : Applications must be emailed to scmpo@dst.gov.za
- POST 40/116** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: PAYMENT REF NO: 22/10/24**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
: Pretoria
: Matric certificate or equivalent. NQF 5 and above would be an advantage. The incumbent must have knowledge and understanding of Logis and BAS, supply chain management processes and procedures, the Broad-Based Black Economic Empowerment Act, the Preferential Procurement Policy Framework Act, and the Public Finance Management Act and Treasury Regulations. Understanding of the technical aspects of the position. Basic accounting skills, good communication (writing and speaking) skills, good interpersonal skills and computer literacy. Ability to work with people of different kinds, in a team and under pressure. Must be self-driven, innovative, reliable, honest and tolerant. Ability to pay attention to detail.
- DUTIES** : Capture supplier payments on Logis and BASVerify invoices against orders and make payment within 30 days of receipt of the invoice. Reconciliation of monthly statements from suppliers. Compile monthly reconciliation with contracted services providers and compare the reconciliation with the actual invoices received to ensure that the correct amounts are paid to service providers. Keep records of payments to companies for filing. Verify banking details on safety web system, capture supplier banking details on Logis and BAS, and verify the banking details that are used by service providers. Update and check the accrual report and ensure that invoices are paid.
- ENQUIRIES APPLICATIONS** : Ms Pulane Selomo Tel No: 012 843 6645
: Applications must be emailed to scmpp@dst.gov.za
- POST 40/117** : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: ASSETS REF NO: 22/10/25**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum
: Pretoria
: Matric certificate or equivalent. NQF 5 and above would be an advantage. Knowledge of public service rules and prescripts, the Public Finance Management Act, and Treasury Regulations and guidelines. Knowledge of asset management processes and procedures, Supply Chain Framework and Environment, tools and techniques for asset verifications and the Standard Chart of Accounts. Analytical, development, financial management and project management skills. Ability to work individually and in a team, establish and maintain internal and external networks, and work under pressure. Creative and able to take the initiative.
- DUTIES** : Receive and barcode all moveable assets, and capture information on the asset register and other relevant registers. Distribute assets to asset custodians. Perform quantity and quality control. Fleet management, manage internal requests to for departmental vehicles, ensure the renewal of licence discs for state vehicles, the branding of vehicles, and arrange petrol cards. Book vehicle repairs and services, and replacements of vehicles. Ensure maintenance of leased RT3-2015 photocopiers, and the ordering and issue of toners. Performing asset verification and asset disposal processes.
- ENQUIRIES APPLICATIONS** : Ms Pulane Selomo Tel No: 012 843 6645
: Applications must be emailed to scmpa@dst.gov.za