

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: 17 March 2023

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. No copies/attachments/proof of 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 an incorrect 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>.

POST: **CHIEF DIRECTOR: SCIENCE AND TECHNOLOGY INVESTMENT (REF. NO. 23/02/01)**

SALARY: R1 308 051 per annum (all-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: An NQF level 7 qualification in natural or social sciences, engineering, technology, economics, statistics or development studies. A postgraduate degree will be an added advantage. At least five years of experience at a senior management level within the science and technology planning and development environment. Good knowledge and understanding of science and technology policies and institutional landscapes such as the national system of innovation. Acquaintance with government-wide programmes for investment in science, technology and research and development innovation (STI). A proven track record in policy development and strategic planning. Understanding of the Income Tax Act, the working of research and development (R&D) incentives and their international environment. Proven knowledge of national databases and international sources and networks of best practice work on STI indicators and measurement. Good understanding of the Public Finance Management Act, Public Service Act and corporate governance systems. Excellent writing, presentation and verbal 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 skills. Policy development, interpretation and managerial skills. Programme, project and stakeholder management skills. Analytical, research, impact and influential skills. Ability to work independently, as part of a team, and under pressure. Innovative, creative and diplomatic.

DUTIES: Execute the development and maintenance of systems and institutional platforms for STI indicators. Ensure the implementation of an incentive programme to promote private-sector expenditure on R&D. Support planning of government investments on

science and technology. Ensure the advancement of South Africa's role in international STI indicator measurement initiatives. Provide strategic management, including people management and empowerment, and financial management of the allocated budget.

ENQUIRIES:

APPLICATION:

NOTE:

Ms Duduzile Magampa, Tel. 012 843 6704

Applications must be emailed to cdsti@dst.gov.za

Preference will be given to people with disabilities and women.

POST:

SALARY:

CENTRE:

REQUIREMENTS:

CHIEF DIRECTOR: INNOVATION FOR INCLUSIVE DEVELOPMENT (REF. NO. 23/02/02)

R1 308 051 per annum (all-inclusive remuneration package)

Pretoria

An NQF level 7 qualification in natural or social sciences, development studies, public policy management, economics, engineering or innovation studies. A postgraduate degree will be an added advantage. At least five years of experience at a senior management level within industry or science and technology for development environment and programme management. Good knowledge and understanding of the national system of innovation (NSI), policy development, analysis and implementation. Knowledge and understanding of innovation for development and economics. Understanding of regional and global science, technology and innovation for development strategies, agreements and practices. Understanding of government processes and practices or the machinery of government. Good knowledge and understanding of the Public Finance Management Act and Public Service Act, and other relevant legislation and corporate governance systems. Excellent writing, presentation and verbal skills. Financial, programme, change and stakeholder management skills. Negotiation and problem-solving skills. People management and empowerment skills. Customer and service delivery orientation. Strategic capability and leadership skills. Policy development and managerial skills. Ability to work independently, as part of a team, and under pressure. Innovative, creative, emotionally intelligent and diplomatic.

DUTIES:

Provide strategic leadership and guidance for advancing the Innovation for Inclusive Development portfolio in the NSI. Ensure production of evidence-based knowledge products to inform and influence government planning and service delivery. Develop and harness relationships with institutions in the NSI and other relevant parties. Ensure alignment between the Human Sciences Research Council's strategic and annual performance plan (APP) with the Department of Science and Innovation's strategic plan and APP. Ensure the streamlining of research activities, provide research direction, monitor, and evaluate the contribution of the science council's research work on government programmes and policy implementation. Lead the NSI's implementation of the District Development model. Provide strategic programme management, including the management of specialists and analysts, people management and empowerment and financial management of the allocated budget.

ENQUIRIES:

APPLICATION:

NOTE:

Ms Duduzile Magampa, Tel. 012 843 6704

Applications must be emailed to cdiid@dst.gov.za

Preference will be given to people with disabilities and women.

POST:

SALARY:

CENTRE:

REQUIREMENTS:

DIRECTOR: FINANCIAL ACCOUNTING (REF. NO. 23/02/03)

R1 105 383 per annum (all-inclusive remuneration package)

Pretoria

An NQF level 7 qualification in financial management or accounting. A postgraduate qualification and professional membership and registration with the South African Institute of Chartered Accountants is an advantage. Extensive experience in financial management and/or financial accounting, of which five years must have been at a middle or senior managerial level in financial management and or financial accounting. Knowledge and understanding of the Public Finance Management Act, Preferential Procurement Policy Framework Act, Public Service Act and Regulations, Generally Recognised Accounting Practice, Treasury Regulations and Modified Cash Standard. Working knowledge and experience of BAS, LOGIS and Persal. Financial and project management skills. Excellent writing, presentation and verbal skills. Customer and service-delivery oriented. Policy development, problem solving and analytical skills. People management and empowerment, strategic and leadership, stakeholder management, and computer literacy skills. Ability to work under pressure and independently.

DUTIES:

Lead the Directorate: Financial Accounting in designing, implementing and maintaining its strategic and operational plans. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks. Responsible for revenue expenditure, managing assets and liabilities and preparing and submitting interim and annual financial statements in line with statutory requirements. Manage the salary administration functions. Develop and manage internal controls systems,

including managing financial management risks. Coordinate internal and external audits. Liaise with National Treasury, Auditor-General SA and other internal and external stakeholders.

ENQUIRIES:
APPLICATIONS:

Ms Duduzile Magampa, Tel. 012 843 6709
Applications must be emailed to dfa@dst.gov.za

POST:

DIRECTOR: BILATERAL COOPERATION (AMERICAS AND ASIA) (REF. NO. 23/02/04)

SALARY:
CENTRE:
REQUIREMENTS:

R1 105 383 per annum
Pretoria
An NQF level 7 qualification in international relations or diplomatic studies/sciences. At least five years of experience at a middle or senior management level within science, technology and innovation (STI) policy and/or research environment or related field. Good knowledge and understanding of national system of Innovation (NSI), science systems and policies, Public Service Act and Public Finance Management Act. Knowledge of international relations (including with BRICS countries) and knowledge and management of the relevant policies, strategies and legislations. Strategic capability, leadership and negotiation skills. Programme, project, stakeholder, financial, strategic and change management skills. People management and empowerment skills. Relationship building and multi-stakeholder management. Customer and service delivery orientation. Problem-solving and policy development skills. Strong writing, presentation and verbal skills. Computer literacy, research and analytical skills. Events management skills. Ability to work under pressure, independently, and in a team. Ability to think strategically. Innovative, creative and diplomatic.

DUTIES:

Promote international resources and leverage engagements. Facilitate human capital development in STI initiatives. Facilitate STI capacity-building initiatives through international cooperation. Negotiate and implement international policy dialogues and technical exchanges. Support STI initiatives that target the objectives of the African Union's Agenda 2063.

ENQUIRIES:
APPLICATIONS:
NOTE:

Ms Duduzile Magampa, Tel. 012 843 6704
Applications must be emailed to dabc@dst.gov.za
Preference will be given to women and/or coloured people.

POST:
SALARY:
CENTRE:
REQUIREMENTS:

DIRECTOR: ADVANCED MANUFACTURING (REF. NO. 23/02/05)

R1 105 383 per annum (all-inclusive remuneration package)
Pretoria
An NQF level 7 qualification in BSc engineering (materials, industrial, mechanical, mechatronics or metallurgical) or natural sciences. A postgraduate qualification in management will be an added advantage. At least five years of experience in management of research and/or innovation within an innovation ecosystem at a middle or senior management level. Good knowledge and understanding of the national system of innovation (NSI) and understanding of corporate governance systems. Good knowledge and understanding of policy development, analysis, and implementation. Good knowledge of innovation, research, and technology management theory. Good knowledge of managing research, development and innovation (RDI) projects, initiatives and support instruments. Good knowledge and understanding of the Public Finance Management Act and Public Service Act. Knowledge of RDI for materials and advanced manufacturing technologies, especially additive manufacturing. Knowledge of industrial development policies, frameworks and support programmes. Excellent writing, presentation and verbal skills. Financial, change and stakeholder management skills. Negotiation and problem-solving skills. Customer and service delivery orientation. Strategic capability and leadership skills. Policy development and managerial skills. Research and technology management skills. Ability to engage with multiple stakeholders and expand existing knowledge networks. Ability to work with complex projects and in complex environments. Ability to work independently, as part of a team, and under pressure. Innovative and creative.

DUTIES:

Provide policy and strategy leadership to advance the implementation of manufacturing and materials initiatives. Ensure that approved plans, programmes and activities are integrated into the broader policy and strategy of government and the country. Ensure strategic management of external partnerships and implementing agencies. Ensure strategic management, including people management and empowerment, and financial management of the allocated budget.

ENQUIRIES:
APPLICATION:

Duduzile Magampa, Tel. 012 843 6704
Applications must be emailed to damm@dst.gov.za

POST:
SALARY:

DIRECTOR: RESEARCH AND DEVELOPMENT PLANNING (REF. NO. 23/02/06)
R1 105 383 per annum (all-inclusive remuneration package)

CENTRE:
REQUIREMENTS:

Pretoria
An NQF level 7 qualification in science, public administration, social sciences, policy, engineering, economics, statistics, or development studies. At least five years of experience at a middle management level in policy research, development analysis and implementation. Knowledge and understanding of economics. Knowledge of national databases, international sources and networks of best practice work on science, technology and innovation (STI) indicators. Knowledge of the South African Statistical Quality Assessment Framework. Good knowledge and understanding of Public Finance Management Act, Public Service Act and corporate governance systems. Knowledge and management of relevant legislation. Good knowledge and understanding of policy analysis and implementation. Policy development and managerial skills. Excellent writing, presentation and verbal 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 skills. Ability to work independently, as part of a team, and under pressure. Innovative, creative and diplomatic.

DUTIES:

Manage the production of the scientific and technological activities on government STI investments to support economic growth and development. Coordinate the STI budget across government. Ensure STI cooperation between the Department of Science and Innovation and other government departments. Support the national system of innovation and the monitoring and evaluation of the Research and Development Information Platform. Ensure strategic programme management, including empowerment and financial management of the allocated budget.

ENQUIRIES:
APPLICATION:

Duduzile Magampa, Tel. 012 843 6704
Applications must be emailed to drdp@dst.gov.za

POST:
SALARY:
CENTRE:
REQUIREMENTS:

DEPUTY DIRECTOR: SECURITY SERVICES (REF. NO. 23/02/07)

R766 584 per annum (all-inclusive remuneration package)

Pretoria

An NQF level 6 qualification in security management/security risk management and PSIRA Grade A certificate. At least three years' managerial experience in security. Completion of State Security Agency Security Manager course is an advantage. A valid driver's license. Knowledge of the Public Service Regulations, Public Finance Management Act, risk management, Occupational Health and Safety Act and security legislation. Sound knowledge of MISS, MPSS, SASREA and VIP protocol procedures. Presentation, computer literacy, research, good leadership and managerial skills. Able to manage conflicts effectively, client-relation skills, communication skills (verbal and written) and project management skills. Innovative, inspired, motivated and acts with utmost honesty. Able to interact and communicate at all levels, internally and externally, including briefing executive management and advising management on strategic matters related to the security of DSI property. Flexible, reliable and able to work and make decisions under pressure.

DUTIES:

Develop and implement security policies and security plans. Develop training plans for the security team. Conduct awareness training for employees and relevant contractors. Gather information and assess risks. Develop and apply appropriate financial and managerial controls to mitigate identified risks. Develop and implement effective and efficient systems to ensure the protection of the institution's integrity, people, processes and assets from harm and loss. Implement measures to ensure safe and secure DSI events. Engage with the SSA and SAPS to conducting information and physical security audits. Facilitate the processes of screening candidates and vetting DSI employees. Manage security-related contracts. Conduct presentations to the DSI committees (including security committee) on security-related matters, physical security-related audit findings, and recommendations directed at the improvement of security measures in the DSI. Ensure the recording and investigation of reported security breaches. Ensure frequent liaison with security agencies and request assistance and guidance from these institutions as and when needed. Ensure the development and maintenance of key control procedures. Manage human resources, including the allocation of resources to the security team.

ENQUIRIES:
APPLICATIONS:

Ms Lerato Maduna, Tel. 012 843 6709
Applications must be emailed to ddss@dst.gov.za.

POST:
SALARY:
CENTRE:
REQUIREMENTS:

SENIOR ADMINISTRATIVE OFFICER: GOVERNANCE AND INSTITUTIONAL PERFORMANCE (REF. NO. 23/02/08)

R331 188 per annum

Pretoria

National diploma or bachelor's degree in finance or public administration, or any other relevant qualification. Certificate in public sector or corporate monitoring and evaluation

is an advantage. At least two years of experience in governance, monitoring and evaluation, administration and coordination, or finance in the public service. Knowledge of the Public Finance Management Act and interpretation of legislation. Knowledge of public sector and public entities. Knowledge of planning and monitoring in the public sector. Good writing, communication and project management skills. Coordination and analytical skills. Computer literacy (MS Word, Excel and PowerPoint) and research skills. Good at building and maintaining interpersonal relations and effective relationships with stakeholders. Ability to work in a team, under pressure and meet deadlines.

DUTIES

Coordinate approval of entities' strategic plans and annual performance plans. Coordinate entities' reporting. Coordinate strategic meetings, institutional budget and boards', and councils' appointments.

ENQUIRIES:

Mr Elvis Kgoale, Tel. 012 843 6409

APPLICATIONS:

Applications must be emailed sao@dst.gov.za

NOTE:

Preference will be given to white women and coloured people

POST:

PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SPACE SCIENCE AND TECHNOLOGY (REF. NO. 23/02/9)

SALARY:

R269 214 per annum (all-inclusive remuneration package)

CENTRE:

Pretoria

REQUIREMENTS:

A secretarial diploma or equivalent qualification. At least three years of experience rendering support to senior management. Knowledge of relevant departmental policies and protocols, Treasury Regulations, the Public Finance Management Act and the Public Service Act. 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 results oriented. Diplomatic and proactive, with excellent interpersonal skills. Ability to work with and in teams and to multi-task. Ability to act with tact and discretion.

DUTIES:

Provide secretarial support, office administration and meeting coordination. Provide logistical and budget support. Coordinate events. Manage documents and keep records.

ENQUIRIES:

Nontobeko Nkosi, Tel 012 843 6861

APPLICATION:

Applications must be emailed to pacdsst@dst.gov.za

POST:

SECRETARY X3 (LEGAL SERVICES, SUPPLY CHAIN MANAGEMENT AND MANAGEMENT ACCOUNTING, SCIENCE PROMOTION AND SCIENCE PLATFORMS) (REF. NO. 23/02/10)

SALARY:

R181 599 per annum (all-inclusive remuneration package)

CENTRE:

Pretoria

REQUIREMENTS:

Matric certificate with typing training or qualification. Basic written and verbal communication skills and the ability to communicate well with people at different levels and from different backgrounds. Computer literacy and good organising and presentation skills. Good telephone etiquette and people management skills. Problem-solving skills. Highly reliable and able to act with tact and discretion. Familiar with relevant public service policies and prescripts.

DUTIES:

Provide secretarial and clerical support services to managers. Organise events and travel. Remain up to date with relevant policies and procedures applicable to ensure efficient and effective support to managers.

ENQUIRIES:

Ms Pulane Selomo, Tel. 012 843 6645

APPLICATIONS:

Applications must be emailed to secretary@dst.gov.za