

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block B, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 10 March 2017. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed Z83 form, which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No late applications will be accepted. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

- POST 08/24** : **PERSONAL ASSISTANT REF NO: MIN / PA 1**
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: Matric and a Secretarial Diploma as recognised by SAQA. A minimum of 3 years' of work experience in an office / administrative support environment. Computer Literacy. Ability to communicate with various stakeholders. Good writing skills, efficient administration skills, good knowledge of Public Service Regulations, policies and procedures.
- DUTIES** : Develop, implement and maintain office systems for data and information. Coordinate and make travel related arrangements including Itineraries, Accommodation, Visas, Transport, etc. Provide secretarial services including meet and greet clients, screening phone calls, organising and maintaining diaries, monitoring and responding to emails etc. Organise meetings and compile minutes. Screen documents and prepare correspondence (communication on behalf of the Chief of Staff). Conduct research and produce documents (briefing notes, reports, presentations). Maintain stationery and office equipment.
- ENQUIRIES** : Enquiries should be directed to the recruitment office at (012) 394-5286/ 3097
- NOTE** : EE Requirements: Preference will be given for People with disabilities / White Males/ Coloured Males
- POST 08/25** : **SENIOR PERSONNEL OFFICER REF NO: CORP SERV / PM & HRD 002**
- SALARY** : R171 069 per annum, Level 06
- CENTRE** : Pretoria
- REQUIREMENTS** : Mandatory requirements: B Degree or National Diploma in Human Resources Management / Training Management / Industrial Psychology / Public Administration. 2 years' experience in Administration / Training and or Performance Management Administration. Computer Literacy. Ability to communicate with various stakeholders. Good writing skills, efficient administration skills, good knowledge of Public Service Regulations, policies and procedures. Demonstrable experience in both PM&HRD would be advantageous.
- DUTIES** : Provide advice on policy implementation/ interpretation by arranging and/or conducting information sessions, workshops, drafting circulars and communication briefs. Coordinate business unit specific processes such as submission of documentation (e.g. performance management, training & development, etc). Conduct research for policy development/ improvement and identification of deficiencies in existing practices, processes, policies and procedures. Provide secretariat service and logistical support to technical or unit specific/ functional meetings (e.g. moderation, bursary committee etc). Facilitate the implementation of unit specific processes, policies and procedures. Undertake technical / unit specific investigations. Compile unit specific reports, statistical information, memos, letters and submissions. Communicate with co-workers, managers, other departments and service providers (including private sector organisations and international organisations). Develop/review concepts, theories and operational

methods and support the implementation and project objectives. Process technical specific information (including capturing and record keeping).

ENQUIRIES : Enquiries should be directed to the recruitment office at (012) 394-5286/ 3097

NOTE : EE Requirements: Preference will be given for People with disabilities / White Males and Females/ Coloured Males

POST 08/26 : **REGISTRY CLERK REF NO: CORP SERV / REG 002**

SALARY : R142 461 per annum, Level 05

CENTRE : Pretoria

REQUIREMENTS : Grade 12 with at least 2 years relevant experience. Knowledge of promotion of Access to Information Act, Administrative Justice Act, National Archives Act and Regulations. Knowledge of Records Management. The successful completion the National Archives Certificate in Records Management will be an added advantage. Good organizing, planning and coordinating, analytical and problem solving skills. Computer literacy and Good Interpersonal skills. Good Communication (verbal and written) skills, ability to work under pressure to work independently.

DUTIES : Manage the registry (Develop and maintain proper filing system, disposal of documents, opening and closing of files, proper filing of documents). Develop and maintain a database of clients/service providers. Receive, Record, Screen all Incoming submissions and documents before forwarding and for distributing to the relevant client. Handle correspondence (receive, sort, acknowledge, distribute and make follow ups). Execute other duties as instructed.

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