

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** : 7 April 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 13/35** : **SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: LEG SERV / SLA 2**
- SALARY** : R 392 274 – 953 451 per annum (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : Minimum of a Bachelor Degree in Law and admission as an Attorney or Advocate of the Bar Council. At least 8-10 years recognised legal experience within the legal field in private and public sector from date of minimum qualification. Computer Literacy (MS Office Packages) Knowledge of Legislative Framework on Litigation, Advanced Contract negotiations and drafting, Legislative drafting, Advanced knowledge of civil litigation, criminal procedure and practice, court rules. Additional advantage if candidates possess Top Secret Security Clearance.
- DUTIES** : Research the applicability of legal principles and provide Legal Opinions. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case. Determine if contracts are legally certain and whether it reflects the intention of the Department both financially and in terms of its mandate. Peruse and study drafts of proposed bills or amendments to bills, whilst advising and facilitating on the relevant legislative processes. Determine the factual and legal situation on the case initiated on behalf of or against the Department. Establish if the Department should litigate or defend matter. Draft and / or edit legal correspondence on all legal administrative enquiries. Communicate with internal and external stakeholders on legal matters. Assign duties and responsibilities and manage individual performance within the sub-Directorate.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 41440
- NOTE** : EE Requirements: Preference will be given African Males / Coloured Females / White Males and People with a disability
- POST 13/36** : **IMEDP/SEDP APPLICATIONS AND CLAIMS PROCESSOR (12 MONTHS CONTRACT) REF NO: IMEDP/01/2017**
- SALARY** : R 171 069 + 37% in lieu benefit (per annum)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/B. Degree in Business Administration, Accounting and Development Finance, Public Admin, Economics or equivalent. At least 2 years work experience in an Administration environment.
- DUTIES** : Review and verify IMEDP/ SEDP applications against rules (guidelines) of the scheme. Process IMEDP/SEDP applications. Create client file according to the departmental database for incentives. Assess and summarise the contribution of the proposed project to the objectives of the scheme. Present the project to the IMEDP technical committee. Prepare approval letters to clients and stakeholders. Participate in post disbursement inspections. Communicate with internal and external stakeholders and customers with etiquette.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 41440
NOTE : EE Requirements: Preference will be given to People with disabilities / White Males/ Coloured Males

POST 13/37 : **ADMINISTRATOR REF NO: ODG / ADMIN 3**

SALARY : R 171 069 per annum
CENTRE : Cape Town
REQUIREMENTS : National Diploma/B. Degree in Business Administration, Public Admin, or equivalent. At least 2 years work experience in an Administration environment. Good computer literacy with relevant computer packages (MS-Word, MS-Excel, PowerPoint and Outlook) and typing skills. Effective office administration skills including diary management skills. Good interpersonal relations, communication skills (verbal and written). Good organising, coordination and planning skills.

DUTIES : Render effective office administrative support service to the office and perform the following key functions: Organise meetings and workshops and record applicable information thereafter. Proofs read and rectify minutes, submissions and reports. Receive and direct information queries emanating from the issues discussed at meetings to the relevant units. Schedule and reschedule meeting dates accordingly. Prepare agenda for meetings; distribute the necessary documentation and meeting packs. Provide an administrative and secretariat support service at unit meetings. Administer the tender process for the appointment of service providers. Follow-up on queries and compile a database. Acknowledge receipt of letters and submissions within the turnaround times. File all relevant documents for record purposes. Provide a document management service: review, scan and record all documents before they are distributed to relevant officials. Capture, administer and submit leave forms to HR. Compile reports weekly and monthly reports for the unit. Receive Invoices from suppliers and arrange for payment. Order stationery as well as new equipment. Process all requisitions for goods and services on Logis (stationery, newspapers and equipment). Distribute telephone accounts ensure payments are done and record accordingly. Follow up with the Finance section and service providers on matters pertaining to payment. Procure petty cash for the running of the workshops, meetings and seminars and ordering stationery for the entire staff. Submit monthly budget inputs and expenditure statements as per PFMA requirements for the Unit. Monitor and coordinate communication to and from the unit. Liaise with all relevant stakeholders on PFMA reporting needs and requirements. Liaise with service providers on payments.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 41440

NOTE : EE Requirements: Preference will be given Asian Males / White Males and People with a disability

POST 13/38 : **RECEPTIONIST REF NO: ODG / REC 1**

SALARY : R 142 461 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate coupled with at least 2 years Receptionist experience in a corporate environment. Computer literacy (Microsoft Office package). Telephone etiquette interpersonal skills, customer service skills, planning and organising skills, communication skills both verbal and non-verbal.

DUTIES : Provide front-line reception services by performing the following duties: receive and attend to all visitors. Attend to and/or refer queries to respective officials. Make appointments upon request from visitors or staff. Receive goods and items on behalf of staff. Attend to all visitors and guide them to respective offices. Attend to all queries brought by the visitors and refer them to respective officials. Make appointments to personnel on behalf of visitors. Render telecommunication services. Answer all incoming telephones and direct those calls to respective officials. Attend to all electronic and telephone queries. Maintain electronic diaries. Book and arrange meetings. Provide administrative support by typing documents, assemble and organise documents, make photocopies and scan and file documents. Maintain incoming and outgoing register of all goods or items.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 41440

NOTE

: EE Requirements: Preference will be given African Males / African Females / White Males / White Females and People with a disability