

## 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** : 9 June 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 POST

- POST 21/35** : **ADMINISTRATOR REF NO: ODG / ADMIN 4**
- SALARY** : R 183 558 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/ B Degree in Business Administration, Public Admin, or equivalent. At least 2 years work experience in an administrative environment. Computer literacy, Microsoft office packages.
- DUTIES** : Organise meetings, venues and workshops. Provide an administrative and secretariat support service to the Office. Provide a document management service. Receive Invoices from suppliers and arrange for payment. Procure petty cash for the running of the workshops, meetings and seminars and ordering stationery and submit monthly budget inputs and expenditure statements as per PFMA requirements. Prepare shifting of funds and compile Monthly Expenditure Reports. Prepare Travels arrangements for Senior Managers. Monitor and coordinate communication to and from the unit. Liaise with all relevant stakeholders on PFMA reporting needs and requirements and with service providers on payments.
- ENQUIRIES** : Enquiries should be directed to the recruitment office at (012) 394-5286/ 41440
- NOTE** : EE Requirements: Preference will be given to African Males, Coloured Males, Asian/ Indian Males and People with a disability