

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

<u>APPLICATIONS</u>	:	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 or applicants may apply online by uploading their CV's and qualifications on a pdf format on www.dsbd.gov.za . (Careers)
<u>CLOSING DATE</u>	:	19 June 2017. Applications received after the closing date will not be considered.
<u>NOTE</u>	:	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 POSSTS

<u>POST 22/22</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: M&E 1</u>
<u>SALARY</u>	:	R657 558 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B. Degree in Economics/Business Administration/Public Management. Minimum of 6 years administrative experience in the public/private sector in reporting, monitoring and evaluation environment. Computer Literacy (MS Office packages).
<u>DUTIES</u>	:	Review Business Unit's performance reports and produce evidence-based quarterly performance reports for the DSBD against the approved Annual Performance Plan. Develop performance monitoring tools and manage the development of performance monitoring tools, guide and advise management on efficient and effective use of monitoring tools. Manage and report on the implementation of the programmes and Memorandum of Understanding and Memorandum of Agreements. Review the Department of Small Business Development's annual performance against the approved Annual Performance Plan and draft evidence-based Annual Performance Information and Annual Reports. Verify performance evidence from Business Units against targets and technical indicator description source. Receive, verify and document validated evidence information according to the department's performance information management policy. Report on the implementation progress of the Service Delivery Improvement Plan of the Department of Small Business Development. Attend to all Audit findings, engage with Business Units to resolve Audit matters, report on progress of Audit findings.
<u>ENQUIRIES</u>	:	Enquiries should be directed to the recruitment office Tel no: (012) 394-3097/41440
<u>NOTE</u>	:	EE Requirements: Preference will be given African Male, Coloured Male/Females, Asian / Indian Females, White Male and People with a disability.
<u>POST 22/23</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: FIN ACC/SSA 2</u>
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	3 year' Degree/ National Diploma in Finance/ Cost and Management Accounting. B/EB Drivers Licence. Minimum 3 years' work experience in Financial Accounting. Competent on Transversal systems (LOGIS, Persal, BAS and Vulindela).
<u>DUTIES</u>	:	Circulate the interim and annual financial statements project plans. Circulate financial statements preparation guides and align compilation of financial statements with the preparation guides. Compile and submit the Annual Financial Statements for review before due date. Compile AFS working papers, file and make copies thereof for the Auditor General. Verify the financial statements Annual

		Report. Assess monthly reconciliation files. Handle queries relating to the financial statements. Compile Interim Financial Statements.
<u>ENQUIRIES</u>	:	Enquiries should be directed to the recruitment office Tel no: (012) 394-3097/41440
<u>NOTE</u>	:	EE Requirements: Preference will be given to Coloured Male, Asian / Indian Male, White Male and People with a disability.
<u>POST 22/24</u>	:	<u>ACCOUNTING CLERK REF NO: FIN ACC/ ACC CLERK 3</u> 12 Months Contract
<u>SALARY</u>	:	R183 558 + 37 % in lieu of benefits (per annum)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	B Degree/National Diploma in Accounting/ Cost and Management Accounting. 1 – 2 years relevant clerical experience in Financial Accounting. Knowledge of BAS, PERSAL and SCOA. Knowledge of Financial Management.
<u>DUTIES</u>	:	Receive and Register staff claims and invoices. Preparing payment allocations (payment advice) as per SCOA. Verify staff claims and payment advice received. Capture staff claims and invoices on BAS and PERSAL. Ensure that the claims and invoices are accurately captured. Ensure completeness of received banking details on BAS. Send payment stub to supplier/clients, and attached correspondence to the payment batch. File the paid documents. Issue and reconcile petty cash account. Facilitate the withdrawal of cash as and when required. Balance the petty cash account. Account and cleaning of bank and PERSAL exceptions. Daily Bank reconciliations.
<u>ENQUIRIES</u>	:	Enquiries should be directed to the recruitment office Tel no: (012) 394-3097/41440
<u>NOTE</u>	:	EE Requirements: People with a disability are encouraged to apply
<u>POST 22/25</u>	:	<u>FINANCE CLERK REF NO: FIN ACC/CLERK 1</u>
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Mandatory requirements: A grade 12 certificate or equivalent. Minimum of 1 year experience in Finance / Accounting environment. Computer literacy, Microsoft office packages. Additional advantage will be given to candidates who possess a National Diploma in Finance / Accounting / Auditing etc.
<u>DUTIES</u>	:	Render Administrative and Financial Accounting transactions by means of checking the received invoices for correctness, verification, approval and filling of all documents. Perform Salary Administration support services Perform Bookkeeping support services. Render a budget support service by means of collecting information from budget holders and compare expenditure against budget and identify variances. Capture, allocate virement on budgets and distribute documents with regard to the budget.
<u>ENQUIRIES</u>	:	Enquiries should be directed to the recruitment office Tel no: (012) 394-3097/41440
<u>NOTE</u>	:	EE Requirements: Preference will be given African Male, White Male and People with a disability