

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 or applicants may apply online by uploading one pdf document which includes their signed Z83 application together with a comprehensive CV and qualifications on www.dsbd.gov.za . (Careers)
- CLOSING DATE** : 14 July 2017. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed and dated Z83 form (unsigned Z83 form will disqualify an application), which can be obtained from any Government institution, and must be accompanied by a comprehensive CV with copies of qualifications (Matric Certificate must also be attached) and ID document and driver's licence (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). 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). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 26/23** : **PERSONEL OFFICER REF NO: PO-HRPSS 1**
- SALARY** : R 152 862 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Diploma in Human Resources / Public Administration. Minimum of 1-2 years clerical experience. Computer Literacy (MS Office packages).
- DUTIES** : Capture employee records on Persal and provide supporting HRM&D information to DSBD employees. Advise management and staff on personnel administration procedures. Attend to general HR queries and assist staff with the completion of various HR documents. Coordinate training for staff, submission of performance management records and leave applications. Scan, copy, file documents, receive, check and distribute documents received from HR Staff. Coordinate and organise meetings/appointments for the Directorate. Provide the necessary support for events, including registration, preparation of documentation and presentations. Liaise with officials concerning human resource information and also with service providers on training information for staff. Request establishment reports on Persal and assist in compilation of reports and compile basic analysis of data and information. Take minutes at specific meetings. Type reports and submissions.
- ENQUIRIES** : Enquiries should be directed to the recruitment office at (012) 394-5241/ 41440
- NOTE** : EE Requirements: Preference will be given African Male, Coloured Male, Asian / Indian Males, White Male and People with a disability.