

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 G – 3rd Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 01 December 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 license (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. 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 POSTS

- POST 46/46** : **DEPUTY DIRECTOR: ENTERPRISE & SUPPLIER DEVELOPMENT**
- SALARY** : R657 558. all inclusive package per annum.
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate must possess a B. Degree or Advanced Diploma (NQF 7 – 3 year qualification) in Business Administration, Developmental Studies or Economics. A minimum of six (6) years' functional specialist experience in Enterprise / Supplier Development. Computer literacy and Driver License.
- DUTIES** : The incumbent is expected to facilitate the creation of an enabling environment for SMMEs through policies, strategies and programmes that support enterprise and supplier development in different industries. Develop small enterprises and suppliers across various industries. Design incentives for small enterprises and suppliers. Develop and monitor the implementation of instruments to support the productivity and growth of small enterprises and suppliers in different industries. Coordinate stakeholders and industry role players to solicit inputs on the implementation of small enterprise and supplier development programmes. Collaborate with the Market Access and Partnerships Unit to ensure that private sector partnerships culminate into enterprise and supplier development. Monitor the implementation and impact of the public procurement programme, especially the set aside policy in the 3 spheres of government. Facilitate enterprise and supplier development initiatives with private sector, international organisations, other governments and other departments. Communicate with external and internal stakeholders. Report on the implementation and impact of the public procurement programme. Manage human resources.
- ENQUIRIES** : Mr Mciniseli Jele, Tel no: (012) 394-5241 / Mr Shaheen Buckus, Tel no: (012) 394-1710
- NOTE** : EE Requirements: Preference will be given to African Male / Coloured Females / White Males and People with a disability.
- POST 46/47** : **ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND HR DEVELOPMENT**
- SALARY** : R334 545. Per annum excluding benefits.
- CENTRE** : Pretoria

- REQUIREMENTS** : The successful candidate must possess a National Diploma/B. Degree in Human Resources/Social Science/Industrial Psychology/Training and Development (HRD). A minimum of five years' administrative experience in Performance Management or Human Resource Development/ environment. Computer Literacy (MS Office packages – MS Presentations, MS Word, MS Excel).
- DUTIES** : Develop and implement performance management and skills development policies, strategies, systems and plans and implement the performance management system. Coordinate submission of performance management documents to ensure compliance to turnaround times. Co-ordinate and/or outsource in-house training, courses, seminars and workshops, recognition of prior learning and competency assessments through the HRD quality and information management systems, training and development processes and programmes, learnerships, internships, bursary scheme, mentorship and scholarship programmes. Coordinate the development and implementation of a work-place skills plan, leadership development, coaching programs as well as a comprehensive induction and orientation program, the development of a result-based training & development strategy to enhance capacity building and improve service delivery. Conduct research on relevant transverse training for identified occupations and advise on new training trends and to identify areas for learnership and Internship and align with the departmental strategic plan and SETA. Analyse market/labour statistics on a continuous basis to ensure that DSBD is aligned to best practice and analyse performance management and rewards information with the aim of identify trends and patterns to propose solutions/advise on these. Develop, implement and administer the PMS and PDP and attraction, retention and exit strategies for staff. Coordinate the implementation and maintenance of performance assessments and incentive system. Report on compliance, compile and present progress reports, recommendations and facilitate management decisions and report on the implementation of career exhibition program, Open day sessions and support programmes. Assess the effectiveness of the human resources training and development service through surveys and prepare a report on the utilisation of equipment. Disseminate information on learning and development and performance management through provision of advice, roadshows, enquiries, workshops and exhibitions.
- ENQUIRIES** : Mr Dillon Ivasen, Tel No: (012) 394-3097 / Ms Tshogofatso Moekeletsi, Tel no: (012) 394-5286
- NOTE** : EE Requirements: Preference will be given to African Male / Coloured Females / White Males and People with a disability.