

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 G – 3rd Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 08 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 47/34** : **ASSISTANT DIRECTOR: RESEARCH AND INTERGOVERNMENTAL RELATIONS SECRETARIAT**
- SALARY CENTRE REQUIREMENTS** : R334 545. Per annum excluding benefits.
Pretoria
The successful candidate must possess a National Diploma/B. Degree in Economics, Sociology, Business Leadership/Social Science (Political Science/Developmental Studies). Successful completion of a Project Management and or Research Techniques and Tools course. A minimum of five years' experience within a research environment in either public or private sector. Computer literacy and Driver License.
- DUTIES** : The incumbent is expected to conduct research thereby collect and collate data. Analyse and develop research design procedures, analyse and evaluate information and assist in drafting research reports. Provide a secretariat function for interdepartmental coordination meetings. Take minutes during meetings, consolidate minutes into a report and assist with the arrangements of meeting. Collaborate with various institutions to determine research best practice, disseminate research findings through arranging collaborative research platforms and provide inputs into the research agenda. Communicate with stakeholders, clients, management, service providers and colleagues using both written and verbal communication. Provide technical support for projects by drafting terms of references for commissioning of research projects assist with drafting service level agreements, . Track progress in respect of tenders awarded, develop project plans and maintain the research knowledge repository.
- ENQUIRIES** : Mr Mciniseli Jele; Tel no: (012) 394 5241 / Mr Shaheen Buckus, Tel no: (012) 394 1710
- NOTE** : Preference will be given to African Male / Coloured Males & Females / White Males and People with a disability.
- POST 47/35** : **ASSISTANT DIRECTOR: CLUSTER PROGRAMME SUPPORT**
- SALARY CENTRE** : R334 545 per annum excluding benefits.
Pretoria

- REQUIREMENTS** : The successful candidate must possess a National Diploma/B. Degree in Business Administration, Accounting and Development Finance. Successful completion of a Project Management will be an added advantage. Minimum of five years' experience in enterprise development. Applicant must be computer literacy and possess a valid driver's license. Successful completion of a project management course will be an added advantage.
- DUTIES** : The successful candidate will be responsible for the following duties: assess applications to confirm submission of supporting documents. Acknowledge receipt of applications to clients and request outstanding supporting documents via the administrator. Promote the cluster programme. Conduct inspection visit to confirm information on the application and to seek clarity on the issues as furnished on the business plan. Prepare a pre-inspection report to advise on what was seen. Present applications to technical and adjudication committees. Prepare and present statistical reports at adjudication committee meetings on a monthly basis. Communicate with internal and external stakeholders and customers with etiquette.
- ENQUIRIES** : Mr M Memani, Tel no: (012) 394 1502 / Mr L Njovane, Tel no: (012) 394 1440
- NOTE** : Preference will be given to Coloured Males & Females / Asian Females / White Males & Females and People with a disability.
- POST 47/36** : **BUSINESS DEVELOPMENT OFFICER**
- SALARY** : R281 418 per annum excluding benefits.
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate must possess a National Diploma/B. Degree in Business Administration, Accounting or Development Finance. Successful completion of a Project Management will be an added advantage. Minimum of three years' experience in Business Administration, Accounting or Development Finance. Computer literacy and Driver License.
- DUTIES** : The successful candidate will be responsible for the following duties: screen and assess applications and claims. Conduct feasibility and post-approval inspections. Process applications and claims. Manage allocated projects. Conduct workshops and information sessions. Present findings to adjudication committees. Communicate with internal and external stakeholders including customers.
- ENQUIRIES** : Ms Goabi Moiloa, Tel no: (012) 394-1874 / Mr Dillon Ivasen, Tel no: (012) 394 3097
- NOTE** : Preference will be given Coloured Males & Females / White Males and People with a disability.