

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** : 22 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.

MANAGEMENT ECHELON

- POST 49/95** : **DIRECTOR: STRATEGIC PARTNERSHIPS (MARKET ACCESS) REF: EDE/001**
- SALARY CENTRE REQUIREMENTS** : R948 174. all inclusive salary package per annum.
: Pretoria
: An undergraduate qualification (NQF level 7) in Political Science/Public Service Administration/Economics. A minimum of five years' experience at a Middle/Senior Management (MMS/SMS) level within a partnerships management and trade negotiations environment. Completion of Senior Management Leadership Programme will be an added advantage. Successful candidate should possess the following competencies: Advanced Strategic Capability and Leadership, Advanced People Management and Empowerment, Expert Programme and Project Management, Competent Financial Management and Expert Change Management.
- DUTIES** : The incumbent is expected to manage the identification of market access opportunities and support the implementation of a Private and Public Supplier Development Framework/Guideline. Manage the development of strategies and action plans to unlock private and public sector procurement opportunities through various policy levels for SMMEs and Cooperatives. Create partnerships to help leverage resources to contribute towards additional funding for the development of SMMEs and Cooperatives. Negotiate trade off agreements and deals for SMMEs and Cooperatives to limit risks transferred to enterprises. Establish networks within SMME, Cooperatives and Informal Business Eco system. Manage the transversal, bilateral and multilateral agreements that leverage the enterprise support from the private sector and multilateral organisations. Manage local and international partnership that leverage the enterprise support from the private sector and multilateral organisations. Manage local and international partnerships that leverage on available market access opportunities. Manage the execution of the strategy for market access and partnerships. Communicates with internal and external stakeholders and lead technical discussions without compromising the integrity of the Department. Facilitate the development and implementation of norms and standards; identify weaknesses and gaps in service delivery and implement innovative opportunities to improve service delivery for the Directorate. Manage the financial, human and physical resources of the Directorate.
- ENQUIRIES NOTE** : Mr Mciniseli Jele, Tel No: (012) 394-5241
: People with disability are encouraged to apply.

<u>POST 49/96</u>	:	<u>ADMINISTRATOR. REF: ODG/002</u>
<u>SALARY</u>	:	R183 558. Per annum excluding benefits.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/B. Degree in Business Administration or Public Administration with a minimum of 2 years working experience in an Administration environment. Good computer literacy with relevant computer packages (MS-Word, MS-Excel, PowerPoint and Outlook) and typing skills. Effective office administration skills including diary management skills. Good interpersonal relations, communication skills (verbal and written). Good organising, coordination and planning skills. The successful candidate will be required to travel and work extended hours.
<u>DUTIES</u>	:	Render effective office administrative support service to the office and perform the following key functions: Organise meetings and workshops and record applicable information thereafter. Prepare agenda for meetings; distribute the necessary documentation and meeting packs. Provide an administrative and secretariat support service at unit meetings. Administer the tender process for the appointment of service providers. Follow-up on queries and compile a database. Acknowledge receipt of letters and submissions within the turnaround times. File all relevant documents for record purposes. Provide a document management service: review, scan and record all documents before they are distributed to relevant officials. Capture, administer and submit leave forms to HR. Compile reports weekly and monthly reports for the unit. Receive Invoices from suppliers and arrange for payment. Order stationery as well as new equipment. Process all requisitions for goods and services on Logis (stationery, newspapers and equipment). Distribute telephone accounts ensure payments are done and record accordingly. Follow up with the Finance section and service providers on matters pertaining to payment. Procure petty cash for the running of the workshops, meetings and seminars and ordering stationery for the entire staff. Submit monthly budget inputs and expenditure statements as per PFMA requirements for the Unit. Monitor and coordinate communication to and from the unit. Liaise with all relevant stakeholders on PFMA reporting needs and requirements. Liaise with service providers on payments.
<u>ENQUIRIES</u>	:	Ms T Magooa, Tel no: (012) 394 3319 / Mr L Njovane, Tel no: (012) 394 1440
<u>NOTE</u>	:	EE Requirements: Preference will be given to Asian Males / White Males and People with a disability.
<u>POST 49/97</u>	:	<u>RECEPTIONIST (6 MONTHS CONTRACT). REF: CORPSERV/003</u>
<u>SALARY</u>	:	R152 862. Plus 37% in lieu benefit per annum.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate coupled with at least 2 years Receptionist experience in a corporate environment. Computer literacy (Microsoft Office package). Telephone etiquette interpersonal skills, customer service skills, planning and organising skills, communication skills both verbal and non-verbal.
<u>DUTIES</u>	:	Provide front-line reception services by performing the following duties: receive and attend to all visitors. Attend to and/or refer queries to respective officials. Make appointments upon request from visitors or staff. Receive goods and items on behalf of staff. Attend to all visitors and guide them to respective offices. Attend to all queries brought by the visitors and refer them to respective officials. Make appointments to personnel on behalf of visitors. Render telecommunication services. Answer all incoming telephones and direct those calls to respective officials. Attend to all electronic and telephone queries. Maintain electronic diaries. Book and arrange meetings. Provide administrative support by typing documents, assemble and organise documents, make photocopies and scan and file documents. Maintain incoming and outgoing register of all goods or items.
<u>ENQUIRIES</u>	:	Ms Nompumelelo Radebe, Tel no: (012) 394-1339 / Ms Tshego Katjeni, Tel no: (012) 394 5286
<u>NOTE</u>	:	EE Requirements: Preference will be given African Males / African Females / White Males / White Females and People with a disability.