

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 – 2nd Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 23 March 2018. 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

- POST10/30** : **DEPUTY DIRECTOR: RED TAPE REDUCTION. REF NO: LED 02/18**
- SALARY** : R657 558 per annum (all inclusive salary package).
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 year tertiary qualification (B Degree/National Diploma) in Economics/Development Studies/ Business Management. Minimum of 6 years working experience in business process mapping, regulatory analysis and or local economic development. Computer literacy (MS Office packages). A qualification in leadership development and project management will be an added advantage. Valid driver's license.
- DUTIES** : The incumbent will be expected to develop and review red tape reduction action plans at National, Provincial and Local Government spheres. Monitor implementation of red tape reduction action plans and provide recommendations for improvement. Monitor capacity of Provincial and Local Government on implementation of context specific action plans and provide recommendations. Conduct business climate assessment. Coordinate red tape reduction dialogues across the public and private sector. Build trend analysis of key red tape related issues for SMMEs and Cooperatives. Support capacity building initiatives on red tape reduction. Communicate with internal and external stakeholders. Assign duties and responsibilities and manage individual performance within the sub-directorate.
- ENQUIRIES** : Ms K Ramaifo 012 394 3045
- POST 10/31** : **ASSISTANT DIRECTOR: NIBUS. REF NO: NIBUS 03/18**
- SALARY** : R334 545 per annum (Excluding benefits).
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/B. Degree in Business Administration, Accounting and Development Finance 3-5 years' work experience in Business Administration, Development Finance and Small Enterprise Development Project Management. Confidential Security Clearance. Computer Literacy and a Drivers' License.
- DUTIES** : The incumbent will be expected to consider frequently asked questions, envisaged implementation challenges and invite stakeholder inputs. Research new informal business development programmes. Benchmark against best practice ways to improve communication between the chambers and their various stakeholders.

Implement the improved communication tools. Track, verify captured applications and provide status reports. Take minutes at the stakeholder meetings. Develop inputs for proposed safety interventions to reduce violent incidents for informal traders. Provide statistics on the implementation of programmes. Conduct performance monitoring inspections. Communicate with stakeholders in all spheres on informal business. Supervise staff.

ENQUIRIES

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Ms Z Seema 012 394 5504