

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department of Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G – Ground Floor, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 13 April 2018 at 16h00. 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 of 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. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POSTS

- POST 13/47** : **DEPUTY DIRECTOR: MARKETING AND OUTREACH. REF NO: MARK 04/18**
- SALARY** : R657 558 per annum (all-inclusive salary package).
CENTRE : Pretoria
REQUIREMENTS : A 3 years tertiary qualification (B Degree/National Diploma) in Communication / Marketing / Public Relations / Journalism. Minimum of 6-8 years' experience in functional specialization in events coordination. Formal training in events management. Computer literacy and drivers' license.
- DUTIES** : Manage marketing and outreach events towards promoting the department. Manage the departmental events calendar and identify events that will promote the department to the public. Manage customer interface services. Engage with stakeholders locally and internationally, general public and media organisations on issues relating to small business development. Deliver services in line with set norms and standards and implement innovative opportunities to improve service delivery. Disseminate marketing materials towards effective exposure of the department to the public and other stakeholders. Manage human resources. People with disability are encouraged to apply.
- ENQUIRIES** : Mr Cornelius Monama, Tel No: (012) 394 3027
- POST 13/48** : **ASSISTANT DIRECTOR: WEBMASTER. REF NO: MARK 05/18**
- SALARY** : R334 545 per annum (excluding benefits).
CENTRE : Pretoria
REQUIREMENTS : A three tertiary qualification (National Diploma/B Degree) in Multi-Media/Information Management. Minimum of 3-5 years' administrative experience in web design. Formal training in Web Design. Computer literacy and drivers' license.
- DUTIES** : Control the website/intranet content, content flow processes, guidelines and policy. Promote adherence to the GCIS website look and feel guidelines. Research, analyse gaps and present recommendations to executive management for the improvement of the website. Facilitate DSBD's contribution to the government's gateway project. Implement Service Level Agreements (SLA's) with relevant divisions. Participate in the selection process for service providers. Manage the delivery of milestones of the SLAs

with service providers. Compile monthly, quarterly and annual reports for the sub directorate. People with disability are encouraged to apply.
ENQUIRIES : Mr Cornelius Monama, Tel No: (012) 394 3027

POST 13/49 : **BUSINESS DEVELOPMENT OFFICER. REF NO. BDO 06/18**
This is a re-advertisement and candidates who applied before are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R281 418 per annum (excluding benefits).
: Pretoria
: 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 three years' experience in Business Administration, Accounting and 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