

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** : 08 June 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 POST

- POST 21/33** : **ASSISTANT DIRECTOR: AUXILLIARY AND FACILITIES SERVICES REF NO: CORP/SERV 09/18**
- SALARY** : R334 545 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate will have a Bachelor Degree/National Diploma in Facilities or Accommodation Management or any relevant three year qualification in the specialized field. Minimum of three years' experience in Building/Facilities or Accommodation Management. Computer literacy. Project management.
- DUTIES** : Implement policies, protocols, norms and standards for facility programmes. Provide inputs for the development of policies, strategies and procedures for facilities management. Maintain facilities for DSBD. Implement disaster recovery and business continuity plans. Check if building complies with OHS Regulations. Draft procedure for the acquisition and usage of the facilities. Facilitate norms and guidelines in terms of government wide security policies. Gather information on the acquisition of the buildings in line with norms and guidelines. Draft documentation for the acquisition. Keep record of asset register and lease agreements. Monitor the repairs done by service providers. Conduct inspections to the building to identify defects and potential hazards. Prepare a report on facilities management. Conduct workshops on procedures. Raise awareness on the policies and procedures for facilities management. Attend workshops and conferences on facilities management matters. Coordinate the distribution of facilities management information, education and awareness campaigns.
- ENQUIRIES** : Ms N Radebe, Tel No: (012) 394-1339