

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** : 24 August 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.

MANAGEMENT ECHELON

- POST 32/45** : **DIRECTOR: ENTITY PERFORMANCE - REF NO: EDE/12/18**
- SALARY** : R948 174 all-inclusive package per annum (SL-13)
- CENTRE** : Pretoria
- REQUIREMENTS** : The successful candidate must have an undergraduate qualification (NQF level 7) in Public Administration/Business Management/ Leadership/Development Studies. A postgraduate qualification in the same disciplines will be an added advantage. Advanced strategic capability and leadership, advanced people management and empowerment skills, expert programme and project management skills, advanced financial management skills, advanced problem solving and analyzing skills and advanced customer orientation and focus skills. Five years' experience at middle management level. The successful candidate will be required to enter into a performance agreement within three months of appointment.
- DUTIES** : The incumbent is expected to facilitate the establishment and monitoring of institutional support structures for micro, small and medium enterprises (inclusive of establishment of Agencies and Tribunals). Manage the functioning of institutional support structures for micro enterprises and the provision of public services. Manage the functioning of agencies established to support micro, small and medium enterprises. Manage the analysis of the Strategic Plans and Annual Performance Plans of the department's agencies to ensure alignment to the department's mandate and service delivery priorities. Influence the content of Strategic Plans and Annual Performance Plans (APPs) of entities. Manage the analysis of performance reports submitted to the department by the agencies before processing of payments. Manage the analysis of the programmes that are offered by the entities and other departments in terms of their relevance, impact and value for money. Facilitate the development of complementary systems between the agencies that report to the department to ensure the efficient use of available resources. Manage the provision of a technical and administrative support service provided to entities supporting the promotion of small enterprises (e.g. chamber support). Manage the coordination of the identification and implementation of targeted interventions aimed at dealing with sectorial, technical, and administrative issues that have a bearing on the work of the department, e.g. violent incident in the sector. Collaborate with institutions providing support to small businesses in order to improve the department's policies, systems and processes for managing the performance of its entities. Communicate with internal staff, Political Office Bearers and external

stakeholders in other departments, Municipal Authorities, Academic and Research Institutions, Private Sector and International Organizations on Enterprise and Supplier Development and related issues. 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 : Mr M. Maki, Tel No: (012) 394-1736

OTHER POSTS

POST 32/46 : **DEPUTY DIRECTOR: COOPERATIVE DEVELOPMENT (POLICY OVERSIGHT M & E) - REF NO: ICD/13/18**

SALARY : R697 011 all-inclusive package per annum (SL-11)

CENTRE : Pretoria

REQUIREMENTS : The successful candidate must have National Diploma/B. Degree (NQF level 7) in Economics or Business Administration coupled with a minimum of 5 years' work experience in Economic Policy and Strategy Development with a particular focus on Cooperatives Policy and Strategy Development. Project management skills and Research techniques and tools. Computer Literacy (MS suite with advanced Excel & Access). Experience in STATA or SPSS would be an added advantage. Valid Drivers' License.

DUTIES : To provide an oversight on the implementation of applicable legislative and regulatory requirements. Conduct research, analyse gaps and draft documentation on the implementation of applicable legislative and regulatory requirements (Cooperatives Act). Develop the implementation guidelines for the roll-out of co-operative policies. Conduct needs analysis and linkages of cooperatives to government programs. Facilitate drafting and review/amendment of policies. Develop the implementation strategies for National Cooperatives Strategy. Facilitate the alignment with municipal bylaws with the National Cooperatives Strategy. Monitor performance and compliance on the implementation of policies. Generate quarterly reports on the performance of Cooperatives policy, legislation and strategy. Conduct annual reviews with regards to the impact on Cooperatives Development interventions and prepare reports. Communicate with stakeholders, clients, management and colleagues. Draft general correspondence such as response letters, emails, status reports, formal presentations and submissions. Give advice on procedural and technical related matters in respect of Cooperatives Development policies and strategies as well as conducting formal presentations. Integrate Cooperatives. Coordinate / facilitate the integration of cooperatives into private value chains (Production, marketing and distribution).

ENQUIRIES : Mr M Masoga, Tel No: (012) 394-1264

POST 32/47 : **DEPUTY DIRECTOR: COOPERATIVES PROGRAMME DESIGN & SUPPORT - REF NO: ICD/14/18**

SALARY : R697 011 all-inclusive package per annum (SL-11)

CENTRE : Pretoria

REQUIREMENTS : The successful candidate must have National Diploma/B. Degree (NQF level 7) in Business Administration/Accounting/Development Finance or other related disciplines. A minimum of 5 years' work experience in Incentive Administration or Development Finance. Project management skills and Computer Literacy (MS suite with advanced Excel & Access). Valid Drivers' License.

DUTIES : To design or review initiatives for the establishment, growth and sustainability of cooperatives and monitor implementation. Design new or review existing models, programmes and mechanisms to assist in the establishment, growth and sustainability of cooperatives. Conduct needs assessments. Assess existing models, programmes and mechanisms. Design logic models. Package and popularise transfer of models. Pilot / implement new or existing models, programmes and mechanisms via a project management approach. Assess business plans to determine economic, technical and social viability of the application. Coordinate the implementation of transversal agreements. Conduct spot checks to identify fraudulent applications/ claims and advice accordingly. Chair technical committee meetings. Quality assure the applications and claims process. Respond to and resolve audit queries. Monitor implementation of

existing (implemented programmes). Report on application approvals and claim disbursements. Present the status report on (e.g. approvals, commitments made and claims at adjudication committee). Conduct post implementation site inspections. Communicate with stakeholders, clients, management and colleagues. Draft general correspondence such as response letters, emails, status reports, formal presentations and submissions. Give advice to clients on procedural and technical related matters. Manage performance and development of employees in the unit.

ENQUIRIES : Mr S Akrong, Tel No: (012) 394-1221

POST 32/48 : **ASSISTANT DIRECTOR: SECTOR POLICY DEVELOPMENT - REF NO: SPR/16/18**

SALARY : R356 289 per annum (SL-09)

CENTRE : Pretoria

REQUIREMENTS : The successful candidate must have an undergraduate qualification (NQF level 7) in Public Administration/ Management/Development Studies/ Economics. 3 years' experience at a Functional Specialist level. Computer Literacy and a valid Drivers' License.

DUTIES : The incumbent is expected to coordinate the development and review of policies and strategies in support of the creation of growth and sustainability of Sector Development. Conduct research aimed at identifying best practices for the development of policies and strategies for sector development specific value chain research and strategies. Conduct comparison studies between the available policies and strategies on the development of the sector to assist in selecting the best fit for the South African ecosystem. Provide a business advisory service to potential and existing customers in the sector. Develop policy and strategy implementation guidelines for sector development. Coordinate the piloting of new and improved sector development programmes. Conduct performance monitoring inspections to determine compliance with Sector policies guidelines. Implement norms and standards; identify weaknesses and gaps in service delivery and implement innovative opportunities to improve service delivery for the Sub-directorate. Communicate with internal and external stakeholders. Communicate with tertiary and research institutions on research for policy development. Coordinate policy discussion meetings with other departments, local municipalities, private sector and international organisations. Communicate with walk in clients, provide advice and respond to telephonic queries from the public. Conduct presentations at stakeholder engagement meetings.

ENQUIRIES : Ms K Ramaifo, Tel No: (012) 394-3045

POST 32/49 : **COOPERATIVES PROGRAMME DESIGN & SUPPORT OFFICER- REF NO: ICD/15/18**

SALARY : R299 709 per annum (SL-08)

CENTRE : Pretoria

REQUIREMENTS : The successful candidate must have National Diploma/B. Degree in Business Administration, Accounting, Development Finance, Economics (NQF level 7) or other related disciplines. A minimum of 3 years' experience in Business Administration, Accounting and Development Finance. Project management skills and Computer Literacy (MS suite with advanced Excel & Access). Valid Drivers' License.

DUTIES : To process development finance incentive applications, claims and make recommendations for approvals and payments. Screen and assess applications and claims. Conduct feasibility and post-approval inspections. Process applications, provide business advice to clients, assess the business viability of funding applications and process claims. Manage allocated projects. Conduct workshops and information sessions. Write project reports and present findings to technical and adjudication committees. Communicate with internal and external stakeholders and clients while adhering to Batho Pele principles.

ENQUIRIES : Mr S Akrong, Tel No: (012) 394-1221