

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** : 31 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.

OTHER POSTS

- POST 33/44** : **PERSONAL ASSISTANT TO THE DIRECTOR-GENERAL REF NO: ODG/16/18**
- SALARY** : R356 289 per annum (SL 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor/National Diploma in Administration/Public Administration coupled with a minimum of 3-5 years' managerial experience in strategy and operations management/administration in the public and or private sector environment. Computer Literacy (MS Office Packages). The candidate should further possess the following competencies: Presentation Skills, Service delivery innovation, Influencing Skills, Client orientation and customer focus, Research Skills and Report writing skills.
- DUTIES** : Provide necessary support for events, including registration, preparation of documentation and presentations. Coordinates events at the DG's office. Prepare registration documentation and provide event notes where necessary. Receive guests and clients, and manage document flow in the DG's office. Receive, re-direct telephone calls, clarifies instructions and notes, and take messages for the Director-General. Provide a secretariat service in meetings. Scrutinize documents to determine actions/information/other documents required for meetings. Collect, compile all necessary documents for the senior manager to inform him/her on the contents. Records minutes/ decisions and communicate to the relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Manage the DG's diary. Use discretion and diligence in managing the diary of the DG. Regularly communicate the diary of the DG with the DG. Provide an administrative service with respect to documents coming in and out of the DG's office. Manage the flow of information and documents to and from the office of the DG. Safe guard all documentation in the office of the DG in line with relevant legislation and policies. Coordinate inputs, collate and compile reports, such as: task registers, monthly and MinExco and extended Exco reports. Check submissions and reports for alignment, grammar errors, and related, make notes and recommendations to the DG. Coordinate leave and telephone accounts for the office of the DG. File documents for the DG and their office where necessary. Coordinate travel and

accommodation for the DG. Manage the procurement of goods and services within the prescribed legislative guidelines in the DG's office. Liaise with internal and external stakeholders.

ENQUIRIES : Ms Tiny Makana, Tel No: (012) 394 1433

POST 33/45 : **PERFORMANCE MANAGEMENT & HUMAN RESOURCE DEVELOPMENT PRACTITIONER REF NO: HRM/17/18**

SALARY : R299 709 per annum (SL 08)

CENTRE : Pretoria

REQUIREMENTS : A Bachelor Degree /National Diploma in Human Resource Management/ Social Science/Industrial Psychology/Training and Development (HRD). A minimum of 3-5 years' administrative experience in Performance Management or Human Resource Development environment. Computer literacy (MS Office Packages). A Valid Driver license and Completion of Skills Development Facilitator course will be an added advantage.

DUTIES : To provide a performance management and human resources development service. Develop and implement performance management and skills development policies, strategies, systems and plans and implement the performance management system. Coordinate submission of performance management documents to ensure compliance to turnaround time. Coordinate/develop/implement/manage/or outsource in-house training, courses, seminars and workshops, recognition of prior learning and competency assessments through the HRD quality and information management system, training and development processes and programmes, learnerships, bursary scheme, mentorship and scholarship programmes (as required). Coordinate the development and implementation of a work-place skills plan, leadership development, coaching programs as well as a comprehensive induction and orientation program, the development of a result-based training and development strategy to enhance capacity building and improve service delivery. Conduct research on relevant transverse training for identified occupations and advise on new training trends and to identify areas for learnership and internship and align with the departmental strategic plan and SETA.

DUTIES : Analysis of market/labour statistics on a continuous basis to ensure that DSBD is aligned to the best practice and analyse performance management and rewards information with the aim of identify trends and patterns to propose solutions or advise. Develop, implement and administer the PMDS, PDP, HRD, attraction, retention and exit strategies for staff. Coordinate the implementation and/or maintenance of performance assessments and incentive system. Report on the compliance via the performance management system and directives, compile and present progress reports, recommendations and facilitate management decisions and report on the implementation of career exhibition program, open day sessions and support programmes. Assess the effectiveness of the human resources training and development service through surveys and prepare a report on the utilization and/or impact of such interventions. Disseminate information on learning and development and performance management through provision of advice, roadshows, enquires, workshops and exhibitions.

ENQUIRIES : Mr Leroy Koopman, Tel No: (012) 394 1985