

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, the dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 09 November 2018 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must be submitted on a signed Z83 form, (unsigned Z83 forms 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 licence (where applicable), including the details of at least two contactable referees (should be people who recently worked with the applicant). Background verification, including qualifications, financial, criminal record and citizenship check will be conducted on recommended candidates. Competency assessment may 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 (as per EE Plan). 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 43/48** : **ASSISTANT DIRECTOR: WEBMASTER REF NO: MARK 05/18**
- SALARY** : R356 289 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year 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 driver's 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 improvements 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 SLA's with service providers. Responsible for layout and design of departmental documents in line with the corporate identity manual. Compile monthly, quarterly and annual reports for the sub directorate. People with disability are encouraged to apply.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-1440/ 43097
- NOTE** : Preference will be given to White Female / Coloured Female / White Male / Coloured Male / African Male / Indian Female and People with disabilities.
- POST 43/49** : **ADMINISTRATOR REF NO: LOCAL ENT & CO-OP DEV / ADMIN 21/18**
- SALARY** : R196 407 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/B. Degree in Business Administration, Public Admin, or relevant qualification. At least 2 years work experience in an Administration environment. Good computer literacy with relevant computer packages (MS-Word, MS-Excel, PowerPoint and Outlook) and typing skills. Effective office administration skills including diary management skills. Good interpersonal relations, communication skills (verbal and written). Good organising, coordination and planning skills.
- DUTIES** : Render effective office administrative support service to the office and perform the following key functions: Organise meetings and workshops and record applicable information thereafter. Proofs read and rectify minutes, submissions and reports.

Receive and direct information queries emanating from the issues discussed at meetings to the relevant units. Schedule and reschedule meeting dates accordingly. Prepare agenda for meetings; distribute the necessary documentation and meeting packs. Provide an administrative and secretariat support service at unit meetings. Administer the tender process for the appointment of service providers. Follow-up on queries and compile a database. Acknowledge receipt of letters and submissions within the turnaround times. File all relevant documents for record purposes. Provide a document management service: review, scan and record all documents before they are distributed to relevant officials. Capture, administer and submit leave forms to HR. Compile reports weekly and monthly reports for the unit. Receive Invoices from suppliers and arrange for payment. Order stationery as well as new equipment. Process all requisitions for goods and services on Logis (stationery, newspapers and equipment). Distribute telephone accounts ensure payments are done and record accordingly. Follow up with the Finance section and service providers on matters pertaining to payment. Procure petty cash for the running of the workshops, meetings and seminars and ordering stationery for the entire staff. Submit monthly budget inputs and expenditure statements as per PFMA requirements for the Unit. Monitor and coordinate communication to and from the unit. Liaise with all relevant stakeholders on PFMA reporting needs and requirements. Liaise with service providers on payments. Communicate with staff, service providers and all relevant stakeholders. 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 policies and strategies to ensure compliance with the regulations.

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