

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 Amenities and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 30 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 46/82** : **SENIOR INTERNAL AUDITOR REF NO: INT AUD/22/18**
- SALARY** : R299 709 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three (3) year qualification (National Diploma or Degree) in Auditing or Accounting. A minimum of 3 years' experience in an Auditing/Finance. Computer literacy with knowledge and experience of Microsoft office packages. Knowledge of the Public Finance Management Act and Treasury Regulations. Institute of Internal Auditors (IIA) standards and guidelines. Additional: Post graduate degree in auditing/Performance Auditing, Accounting, IT Auditing and studying towards CIA accounting.
- DUTIES** : Plan internal audits. Conduct business understanding on the audit subject. Conduct risk analysis and identify risk. Consider applicable legislative frameworks on the subject. Determine the focus and scope of the audit. Develop an audit engagement letter for the unit. Arrange entrance meeting with the unit and agree on the terms of engagement. Document system descriptions and get buy in from the line manager. Execute internal audits. Conduct the control adequacy assessment. Conduct sampling procedures. Develop an audit programme to be signed off by the audit manager. Develop draft audit reports. Process and analyse management comments. Develop audit matrix. Communicate and maintain a good relationship with audit stakeholders. Convene exit meeting and present the findings of the audit report. Prepare an audit summary for the various stakeholders. Highlight risk areas and track progress.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5281/ 43097/41440
- NOTE** : Preference will be given to Asian or Indian Male & Female / White Male & Female and People with disabilities.
- POST 46/83** : **ASSISTANT INTERNAL AUDITOR REF NO: INT AUD/23/18**
- SALARY** : R196 407 per annum
- CENTRE** : Pretoria

- REQUIREMENTS** : An appropriate three (3) year qualification (National Diploma or Degree) in Internal Audit / Management Accounting / Accounting / Auditing. A minimum of 1 year experience in an Auditing/Finance environment. Computer literacy with knowledge and experience of Microsoft office packages. Additional: Knowledge of the Public Finance Management Act and the standards set by the Institute of Internal Auditors (IIA).
- DUTIES** : Provide an administrative service and secretariat support to the Directorate: Internal Audit. Maintain Internal Audit Compliance records. Collect and consolidate information in reference to Audit plans and Internal Audit Matrices. Provide support during the implementation of Internal Audit Quality Assurance and Combined Assurance Programmes. Document audit analysis and results. Assist in conducting Internal Audits. Facilitate the submission of monthly and quarterly reports for Internal Audit. Communicate with internal and external stakeholders.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5281/ 43097/41440
- NOTE** : Preference will be given to Asian or Indian Male & Female / White Male & Female and People with disabilities.
- POST 46/84** : **REGISTRY CLERK REF NO: GI&CT MNGT/24/18**
- SALARY** : R163 563 per annum
CENTRE : Pretoria
REQUIREMENTS : A Grade 12 certificate or equivalent. Knowledge of promotion of Access to Information Act, Administrative Justice Act, National Archives Act and Regulations. Knowledge of Records Management. The successful completion of a National Archives Certificate in Records Management with a minimum of 12 months experience will be an added advantage. Good organizing, planning and coordinating, analytical and problem solving skills. Computer literacy and Good Interpersonal skills. Good Communication (verbal and written) skills, ability to work under pressure to work independently.
- DUTIES** : Provide registry counter services by attending to clients, handling telephonic and other enquiries received. Handle incoming and outgoing correspondence. Receive, register, sort and dispatch all mail. Distribute notices on registry issues. Render an effective filing and record management service including opening and closing of files according record classification system. File, store, trace (electronically/manually) and retrieve documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain Franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to post office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittance to finance. Send wrong remittance back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and/ disposal. Scan files electronically. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5281/ 43097/41440
- NOTE** : Preference will be given to Coloured Female / Asian or Indian Female / White Male and People with disabilities.