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: 01 February 2019 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 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 (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 02/43: HR PRACTITIONER: EMPLOYMENT RELATIONS REF NO: ER/01/19

SALARY: R242 475 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate three (3) year qualification (National Diploma or Degree) in Labour Relations, Employment Practices/Law or related. A minimum of 2 years’ experience in Labour Relations. Driver’s license Computer literacy with knowledge and experience of Microsoft office packages. Knowledge of the Labour Relations Act and the disciplinary code of conduct. Knowledge of PERSAL. PERSAL Certificates (Introduction and Labour Relations) would be an added advantage.

DUTIES: Facilitate implementation of HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures including the grievance process and disciplinary process. Develop standardised templates, schedules and registers to support implementation processes. Conduct research on relevant matters and advise on new trends (understand and be able to do analysis on case laws). Conduct awareness, advocacy and training. Implement and maintain systems, processes and procedures. Investigate cases of misconduct. Initiate disciplinary hearings. Represent the employer in disciplinary hearings. Handle grievances in terms of the grievance procedure. Maintain statistical analysis templates. Facilitate Collective Bargaining and Dispute Resolution process. Negotiate with unions on matters of mutual interest. Participate in Department Bargaining Chamber. Develop / maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Give advice on procedural and technical related matters in respect of employee relations related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops / meetings. Provide logistical support services by arranging meetings, venues and refreshments (includes...
procurement process). Arrange transport and serve as secretariat on HR meetings.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5281/43097/41440

NOTE : Preference will be given to African Male / White Male and People with disabilities.

POST 02/44 : HR PRACTITIONER: PM & HRD REF NO: PM&HRD/02/19

SALARY : R242 475 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate three (3) year qualification (National Diploma or Degree) in Human Resource Management / Development / Public Administration / Public Management or related. A minimum of 2 years’ experience in Human Resource Management or Development environment. Computer literacy with knowledge and experience of Microsoft office packages. PERSAL Certificates (Introduction and Personnel Administration) would be an added advantage.

DUTIES : Facilitate implementation of relevant and related HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures in the key areas such as the Performance Management System, Training and Development Programmes, Internal and External Bursaries and/or Scholarships, Recognition of Prior Learning, Workplace Skills Plan and additional training plans and Internship Programme. Develop standardised templates, schedules and registers to support implementation processes. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy and training. Implement and maintain systems, processes and procedures. Facilitate the submission of Agreements / Assessments / Personal Development Plans, the moderation process and the PM outcomes process (Improvement Plans / Pay Progression & Cash Awards). Conduct and/or coordinate training interventions. Maintain statistical analysis templates. Develop / maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Give advice on procedural and technical related matters in respect of human resources development / performance management related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops / meetings. Provide logistical support services by arranging meetings, venues and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5281/43097/41440

NOTE : Preference will be given to African Male / White Male and People with disabilities.

POST 02/45 : HR PRACTITIONER: HRPSS REF NO: HRPSS/03/19

SALARY : R242 475 per annum

CENTRE : Pretoria


DUTIES : Facilitate implementation of HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures in the key areas such as the medium term HR Plan, 3 year EE Plan, Annual assessment of the HR Component, and the Internal Transformation Action Plans. Develop standardised templates, schedules and registers to support implementation processes. Conduct research on relevant
matters and advise on new trends. Conduct awareness, advocacy and training. Implement and maintain systems, processes and procedures. In terms of HR Planning; consult business units on human resource needs, Collate HR Planning information, Conduct human resource gap analysis in respect of numbers, skills and competencies, Analyse the demand and supply of human resources for the DSBD based on the internal and external factors and Design and facilitate implementation of interventions to address limitation of resources (centralisation, outsourcing, automation, etc.). With regards to DSBD internal transformation initiatives; coordinate the development of the DSBD Employment Equity Plan and annual reporting, Maintain statistical analysis templates and Employment Equity (EE) status reports, Provide EE profiles in support of employment practices. Develop / maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy and electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Give advice on procedural and technical related matters in respect of human resources planning and internal transformation related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops / meetings. Provide logistical support services by arranging meetings, venues and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5281/ 43097/41440

NOTE : Preference will be given to African Male / White Male and People with disabilities.