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: 01 March 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.

MANAGEMENT ECHELON

POST 06/80: DIRECTOR: COMMUNICATIONS & MARKETING REF NO: COMM/05/19

SALARY: R1 005 063 per annum

CENTRE: Pretoria

REQUIREMENTS: An undergraduate qualification (NQF level 7) in International Relations / Communication / Communication & Marketing as recognised by SAQA. 5 years of experience at a middle/senior managerial level. Senior Management Leadership Programme. Additional: Security Clearance of Secret, Computer Literacy and Drivers Licence.

DUTIES: Provide strategic direction in the design and development of communication platforms and content. Provide oversight in the management of media relations. Provide guidance in the management of marketing events, branding and customer interface services. Engage with departments in all spheres of government, locally and internationally, and media organizations and general public on issues relating to small business development. Influence the provision of social media platforms, publication and photo journalism services for the department. Manage services delivered by the Directorate in line with set norms and standards and implement innovative opportunities to improve service delivery. Manage the financial, human and physical resources of the Directorate.

ENQUIRIES: Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097/41440

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

OTHER POSTS

POST 06/81: DEPUTY DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: HRA/05/19

SALARY: R697 011 per annum
CENTRE: Pretoria

REQUIREMENTS: An appropriate three (3) year qualification National Diploma/B. Degree (NQF level 6 / 7) in Human Resource Management and/or Development or Public Administration. A minimum of 5 years’ experience in Human Resource Administration as well as Recruitment and Selection. Computer literacy with knowledge and experience of Microsoft office packages. Knowledge of PERSAL. PERSAL Certificates (PERSAL Controller would be considered an advantage). Driver’s license and Confidential Security Clearance would be an added advantage.

DUTIES: Develop and review HR administration related policies (includes but not limited to Recruitment and Selection, Resettlement, Leave Management etc). Manage recruitment, selection, appointment and other life cycle events of employees. Manage conditions of service of employees. Ensure compliance with applicable prescripts governing service benefits. Manage and administer policy and procedure in incapacity leave and ill-health retirement (PILIR) in the department. Records and Systems Management (Develop and implement Human Resource Administration record management systems, including PERSAL records; HR PERSAL control). Manage PERSAL (Perform all duties of HR PERSAL controller for the department). Communicate with stakeholders, clients, management & colleagues (Draft correspondence such as response letters, emails, status reports and submissions, Give advice on procedural and technical related matters in respect of Human Resource Administration policies and strategies to ensure compliance with regulations as well as conducting formal presentations). Manage the Human Resources of the Sub-Directorate (Manage performance, training and development of officials / Ensure maintenance of discipline).

ENQUIRIES: Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097/41440

NOTE: EE Requirements: Preference will be given to African Male / Coloured Male / White Male / Coloured Female / Asian or Indian Females / White Females and People with disabilities.

POST 06/82: ADMINISTRATOR REF NO: ADMIN/06/19 (X4 POSTS)
(12 Months Contract)

SALARY: R196 407 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate three (3) year qualification (National Diploma or B Degree) in Business Administration, Public Administration or relevant qualification. A Minimum of 2 years administrative experience in the public/private sector environment. Computer literacy with knowledge and experience of Microsoft office packages. Driver’s license would be an added advantage.

DUTIES: Provide administrative support (Organise meetings, workshops and record applicable information / Manage the diary of the Director). Provide logistical support service for the unit (Arrange venue / catering for meetings). Maintain database of information for the unit (File documents for record keeping). Administer unit budget, purchases and payments (Manage petty cash / Order stationery for the unit / Submit monthly budget inputs and expenditure statements as per PFMA requirements for the unit). Information Management (Compile weekly, monthly and quarterly reports for the unit). 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).

ENQUIRIES: Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 43097/41440

NOTE: EE Requirements: Preference will be given to African Male / Coloured Male / White Male / Coloured Females / Asian or Indian Females / White Females and People with disabilities.
**POST 06/83** : RECEPTIONIST REF NO: CORP SERVICES / REC 07/19  
(12 Months Contract)

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<th>SALARY</th>
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<tr>
<td>CENTRE</td>
<td>Pretoria</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Mandatory requirements: Matric Certificate. 1 year Receptionist experience. Computer literacy (Microsoft Office package) and Telephone Etiquette.</td>
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<td>DUTIES</td>
<td>Provide front-line receptionist services. Receive and attend to all visitors. Attend to and/or refer queries to respective officials. Make appointments upon request from visitors or staff. Receive goods and items on behalf of staff. Address electronic and telephone enquiries by responding to and/or route electronic enquiries to the relevant official. Attend to and/or route calls to the relevant officials. Provide secretarial support. Maintain electronic diaries. Book and make arrangements for meetings. Provide administrative support including typing documents (excel, word, power point, etc). Assemble and organise documents. Make photocopies, scan and file documents. Provide logistical support and order office stationery. Maintain incoming and outgoing registers. Register all documents, goods or items received in the relevant register. Inform relevant parties of documents, goods or items received.</td>
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