ANNEXURE M

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, 77 Meintjes Street, Sunnyside, Pretoria.

CLOSING DATE : 01 April 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. Clear indication of the position / internship programme and reference number that is being applied for must be indicated on your z83. A comprehensive CV with certified copies of qualifications including an academic record (Matric certificate must also be attached) and ID document and/or driver’s licence (where applicable), including the details of at least two contactable referees. Background verification, including qualifications, financial, criminal record and citizenship check will be conducted on recommended candidates. 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 POST

POST 10/64 : FOOD SERVICE AID REF NO: FSA/09/19

SALARY : R115 437 per annum

CENTRE : Pretoria

REQUIREMENTS : A minimum Grade 10 certificate or equivalent (NQF level 3) with at least 1 year food service experience. Must be computer literate. Appropriate knowledge of hygiene, safety procedures and preparation of food. Additional: Ability to work shifts including public holidays.

DUTIES : Perform / render food service activities in regards to food preparation, distribution and serving. Supply and refill water in boardrooms. Wash cutlery, glasses, cups and jugs. Follow daily cleaning schedules i.e. clean microwave, fridges and kitchens. Maintain and apply hygiene and safety measures. Ensure that all equipment is in good working order and is used effectively. Operate and care for equipment. Report faulty equipment and ensure that faulty equipment’s are repaired / replaced. Responsible for ordering, receiving, storage, stock control and stock taking. Responsible for completing monthly statistics. Perform administration functions linked to food services and work-related tasks as delegated by the supervisor. Apply Batho Pele principles in area of work.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-4144/45286/43097

NOTE : EE requirements: Preference will be given to African Male / Coloured Male & Females / White Male & Females and People with disabilities.

INTERNSHIP PROGRAMME

NOTE : The duration of the internship programme is twenty-four (24) months. The Department invites all suitable and qualifying graduates aged between 18 and 35, who are interested and who have never participated in an Internship programme before, to apply for the following Internship Programmes.
**OTHER POSTS**

**POST 10/65**  
ICT INTERN REF NO: ICT/01-02/19 (X2 POSTS)

**STIPEND**  
R98 204 per annum

**CENTRE**  
Pretoria

**REQUIREMENTS**  
An appropriate three (3) year qualification (National Diploma or Degree) in IT / Informatics / Information System or related IT qualification on an NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.

**DUTIES**  
Development Areas: Practical experience in performing ICT business enablement and governance services. Ability to provide Infrastructure and operations continuity support services. Provide Information and knowledge management services.

**ENQUIRIES**  
Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-41440/45286/43097

**POST 10/66**  
INTERNAL AUDIT INTERN REF NO: IA/03-04/19 (X2 POSTS)

**STIPEND**  
R98 204 per annum

**CENTRE**  
Pretoria

**REQUIREMENTS**  
An appropriate three (3) year qualification (National Diploma or Degree) in auditing/accounting as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.

**DUTIES**  
Development Areas: Ability to plan for internal audits. Compile a system description and/or Process walkthrough. Identify risks (inherent risks) based on the documented system/process description. Compile an audit program based on the risk assessment. Gain practical experience in conducting Internal Audits. Execute audit procedures, testing the design and implementation of the controls. Prepare accurate working papers which reference to appropriate and relevant audit evidence to support audit conclusions. Compile exception reports and document valid findings. Manage identified internal audit projects. Complete reporting as per task allocation e.g Memo’s, audit committee summary etc. Compile and submit the risk identification document on time for the line manager to review. Complete and submit accurate time sheets. Attend audit team meetings. Finalise the audit file and submit it for quality review. Develop reporting skills. Compile reports on internal audits (including audit findings, risks identified, impact and root causes, and recommendations for resolution). Attend meetings with line managers to discuss audit findings. Coordinate inputs from relevant stakeholders and provide feedback on internal audit reports. Engage with DSBD management and staff on audits conducted. Coordinate with external consultants hired to supplement internal audit staff.

**ENQUIRIES**  
Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-41440/45286/43097

**POST 10/67**  
COMMS & MARK INTERN REF NO: COMMS & MARK/05-06/19 (X2 POSTS)

**STIPEND**  
R98 204 per annum

**CENTRE**  
Pretoria

**REQUIREMENTS**  
An Advanced Diploma or B Degree in Communications / Marketing / Public Relations or related Communications and Marketing qualification on a NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.

**DUTIES**  
Development Areas: Develop competence and gain meaningful experience in; Internal Communication Services, External Communication Services, Events and Brand Management Services, Call Centre and Hot line Services, Content Management and Media Liaison Support Services and Language Management Services.

**ENQUIRIES**  
Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-41440/45286/43097
POST 10/68 : INTERN REF NO: BRANCHES/07-16/19 (X10 POSTS)

STIPEND : R98 204 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate three (3) year qualification (National Diploma or Degree) in Economics (or related) / B Com / Developmental studies (e.g. LED) / M&E qualification on a NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.

DUTIES : Development Areas: The candidate will gain exposure in the following areas; developing or contributing towards the development / implementation / interpretation of policies, SOPs, Legislation, etc. Developing and/or contributing to research, using appropriate research methods and tools for the development / implementation / interpretation of research papers / proposals. Enhance skills in Planning, Reporting and Presentations by Compiling, Development, Designing, Implementation, Drafting / Writing, Statistical analysis, Recommendations, Financial Implications, Implementation Plans, etc. Interact meaningfully with both internal and external stakeholders as and when required. Assist with / Facilitate / Coordinate and/or Manage Departmental or Business Unit events / conferences / workshops / training and DSBD / Branch / Business Unit projects. Report on events and projects. Participate in the Administration of Schemes by processing applications with due diligence, presenting cases to adjudication committee, tracking payments, and assisting with payments, etc. Gain exposure to the Development and maintenance of a database which includes capturing, updating and quality assuring (verifying) of all information / documents / applications, etc. Provide general (high level) administrative support as and when required (Minutes, submissions, letters, filing, etc.)

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