ANNEXURE T

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS:
Applications can be submitted by post to: The Registry Office, Department of Small Business Development, Private Bag X672, Pretoria 0001 or hand delivered at Block G, the dti Campus, 77 Meintjies Street, Sunnyside, Pretoria.

CLOSING DATE:
06 September 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 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.

INTERNSHIP PROGRAMMES
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. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POSTS

POST 30/115: FINANCE INTERN REF NO: FIN/17/19 (X1 POST)

STIPEND: R104 292 per annum
CENTRE: Pretoria
REQUIREMENTS: An appropriate three (3) year qualification (National Diploma or Degree) in Finance / Accounting / Auditing on a NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
DUTIES: Development Areas: Develop competencies in expenditure management which includes receiving invoices and claims, checking for correctness, verification, capturing payments, filling of documents, as well as petty cash management. Exposure to Government Financial Management systems and procedures i.e. Government budget cycle (Roll over, MTEF, AENE, ENE and cash flow projections). Daily budget and expenditure monitoring and implementation of shifts and virements. Contribute towards the development / implementation / interpretation of financial policies and SOPs.
ENQUIRIES: The recruitment office on Tel No: (012) 394-5286/ 43097/41440

POST 30/116: SUPPLY CHAIN – LOGISTICS INTERN REF NO: SCM/18/19 (X1 POST)

STIPEND: R104 292 per annum
CENTRE: Pretoria
REQUIREMENTS: An appropriate three (3) year qualification (National Diploma or Degree) in Logistics Management, Purchasing Management and Supply Chain Management on a NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
DUTIES: Development Areas: Develop competencies in supply chain and asset management and in particular Travel Management services which includes request for quotations for travel and accommodation. Making travel bookings and sending confirmation to travellers. Liaising with Travel Agency, receiving invoices, checking for correctness, updating of invoice register against orders,
capturing payment advices and reconciling the account monthly. Exposure to government or public sector procurement and travel management policies, procedures and regulations as well as supply chain and asset reporting

**ENQUIRIES**

: The recruitment office on Tel No: (012) 394-5286/ 43097/41440