ANNEXURE O

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

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 Meintjies Street, Sunnyside, Pretoria.

CLOSING DATE : 14 February 2020 at 16h00. Applications received after the closing date will not be considered.

NOTE : The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. 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 certified copies of qualifications (certified in the past 6 months) and ID document. Proof of citizenship if not RSA citizen, indicating three contactable reference persons with the following information: name and contact numbers, an indication of the capacity in which the reference is known to the candidate. Reference checks will be done during the selection process. Note: Failure to submit these copies will result in the application not being considered. 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. Applicants must note that further checks will be conducted once they are recommended candidates and that their appointment is subject to positive outcomes on these checks, which include security clearance, financial, security vetting, reference checks, qualification verification and criminal records. 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. It is the applicants’ responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department invites all suitable candidates who are interested to apply for the Ecosystem Development for Small Enterprises (EDSE) Programme. The overall objective of the ‘Ecosystem Development for Small Enterprises Programme for the Republic of South Africa’ (EDSE) is as follows: “To support inclusive and sustainable economic growth and employment creation in South Africa in line with the Government of the Republic of South Africa’s objectives as described in its National Development Plan, notably to reduce the official unemployment rate from around 25% (2013) to 14% (2020).” The below positions will not form part of the Department’s establishment. The Department reserves the rights not to fill or withdraw any advertised post.

MANAGEMENT ECHELON

POST 04/92 : MANAGER – PROGRAMME MANAGEMENT UNIT
(On Contract Ending 31 July 2023)
Ecosystem Development for Small Enterprises (EDSE) Programme

SALARY : R1 057 326 – R1 245 495 per annum
CENTRE : Pretoria

REQUIREMENTS : A Master’s degree in Management, Business Administration, or other field relevant to the scope of the assignment, or equivalent relevant professional experience (at least 3 years’) in Management and/or Business Administration. Excellent analytical, training, report writing, presentation, and technical documentation drafting skills are essential. Fluency in English (spoken and written) is mandatory. A minimum of 10 years of professional experience in Management including at least 5 years of professional experience in Project Management of developmental programmes implemented in South Africa. Proven experience in working with Government and other public sector stakeholders in the area of Project Management.

DUTIES : Exercise oversight over Programme implementation and will report to the responsible senior management from the DSBD. responsible for coordination among the implementing partners for Programme implementation. Responsible for
coordination with the Technical Assistance Team (TAT) and ensuring that the Budget Support Component is fully supported by the TAT. Collaborate with the Director Research in the DSBD and other implementing partners and will communicate with National Treasury (NT) and the European Union Delegation (EUD) to ensure compliance with Financing Agreement requirements, programme implementation rules. Identify, develop and implement training initiatives that will improve and/or drive the Programme implementation at the management level. Draft and finalise the required Programme payment files necessary for submission to the EUD when requesting Budget Support tranches. Overseer and guide the drafting and finalisation of the required Programme implementation workplans by the partners in a timely manner. Overseer and guide the revision of the Budget Support Component Business Plan. Develop and implement a compliance monitoring system for the Programme. Ensure that compliance to the applicable processes and procedures is adhered to until the formal closure of the Programme. Draft and finalise the required periodic reports (annual and quarterly) and performance plans necessary for monitoring the use of the Budget Support funds according to applicable timelines. Develop a framework to coordinate and report on SMME Official Development Aid.

ENQUIRIES: Technical Enquiries for all advertised posts should be directed to Ms E Koekemoer on (012) 394 1142 and for recruitment enquiries, Tel No: (012) 394-43097/45286/41440.

OTHER POST

POST 04/93: DEPUTY MANAGER – PROGRAMME MANAGEMENT UNIT
(On Contract Ending 31 July 2023)
Ecosystem Development for Small Enterprises (EDSE) Programme

SALARY: R733 257 – R863 748 per annum
CENTRE: Pretoria

REQUIREMENTS: A Master’s degree in Accounting, Auditing, Financial Management or other field relevant to the scope of the assignment, or equivalent relevant professional experience (at least 3 years’) in Auditing and/or Financial Management. Excellent analytical, training, report writing, presentation, and technical documentation drafting skills are essential. Fluency in English (spoken and written) is mandatory. At least 8 years of professional experience in Project Management including 5 years of professional experience in financial management, including undertaking financial and performance audits in South Africa. Proven experience in working with Government and other public sector stakeholders in the area of financial management and/or auditing. Proven experience in formulating, leading / delivering, and assessing training workshops and programmes for participants from the public sector.

DUTIES: Exercise oversight over (and report on) the use of Budget Support funds by the implementing partners during Programme implementation and will report to the responsible senior management from DSBD. Monitor and coordinate the financial aspects of Programme implementation amongst the implementing partners and will support the DSBD Chief Finance Officer in the financial management of the Programme. Identify, develop and implement training initiatives that will improve and/or drive the use of Budget Support funds use and/or their financial management during Programme implementation at the management level. Support the Manager in the drafting and finalisation of the required Programme payment files necessary for submission to the EU when requesting Budget Support tranches. Initiate and oversee the annual financial and performance audits for the Programme, as well as any other audit that may be take place as and when required. Support the Manager in the drafting and finalisation of the required Programme implementation workplans by the partners in a timely manner. When required, the Deputy Manager will support the Manager in the revision of the Budget Support Component Business Plan. Support the Manager in developing and implementing a compliance monitoring system for the Programme. Support the Manager in the drafting and finalisation of the required periodic reports (annual and quarterly) and performance plans necessary for monitoring the use of the Budget Support funds according to applicable timelines. Support the Manager for
the PMU in the development of a framework to coordinate and report on SMME Official Development Aid.

ENQUIRIES

Technical Enquiries for all advertised posts should be directed to Ms E Koekemoer on (012) 394 1142 and for recruitment enquiries, Tel No: (012) 394-43097/45286/41440.