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: 13 March 2020 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 indicating three contactable reference persons with the following information: name and contact numbers and/or email addresses, an indication of the capacity in which the reference is known to the candidate with certified copies of qualifications (certified in the past 6 months) and an ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. Note: Failure to submit these copies will result in the application not being considered. All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizen verification, financial records check, qualification verification, reference checks and applicants could be required to provide consent for access to their social media accounts. 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). 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 successful candidate will be expected to enter into a performance agreement with the Department of Small Business Development within 3 months of appointment, as well as completing a financial interest declaration from within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post.

Other Posts

POST 08/29: SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: LEGAL SERV 25/20
(12 Months Contract)

Salary: R473 820 – R1 140 828 per annum (OSD)
Centre: Pretoria

Requirements: An LLB degree coupled with a minimum of 8 years’ appropriate post qualification legal experience of which at least 3 years is in Legal Research and Drafting environment. Knowledge of Civil Litigation, Court Rules, Criminal Procedure and practice. Registration as an admitted attorney or an advocate of the bar council will be an added advantage. Knowledge of the legislative process with the ability to analyse policy and conduct research. Advanced communication skills (written, verbal & presentation), analytical skills, negotiating and influencing skills required.

Duties: Coordinate and manage the legislative drafting programme of the Department. Advise the Minister, Director-General, Senior Management and Staff on Legislative Review. Provide a project plan for legislative review. Manage the legislative review project in line with cabinet processes. Manage the printing of legislative changes in the government gazette. Draft and develop the yearly legislative program. Conduct legal and factual research which includes but is not limited to: Consult with relevant subject matter experts to obtain clarification where required. Provide methods and
procedures of research in legal matters such as the regulations, different approaches to analysis, source gathering and the knowledge on how to adapt the research methodology to a specific case to obtain the required information. Identify research and manage the development of methodologies and procedures for legislative drafting. Check ancillary legislation and internet browsing of legislation from other jurisdictions. Scrutinize information/instructions and draft proposed bills, regulations, rules and other regulatory measures. This includes but is not limited to: Clarify issues of legal significance, such as transitional measures, retrospective actions, etc. with designated offices. Compile a draft in simple and clear language. Provide support in improving drafting, office practice and procedures. Draft executive council papers with regards to proposed legislation and the amendment and repeal of existing legislation. Draft legislation of new regulatory policy and amendments to policy. Liaise with stakeholders, attend public hearings and readings of bill in parliament, Build stakeholder relationships and Facilitate consultation with appropriate stakeholders with regard to proposals for new legislation and repeal of existing legislation. Liaise with other directorates within DSBD responsible for policy formulation and regulatory reviews to provide inputs, establish clear and measurable policy objectives and discuss policy alternatives. Present policy positions and changes to legislation. Communicate with all relevant stakeholders including regulatory agencies and state law advisors in respect of policy and legislative changes. Prepare submissions and documentation for bills to parliament and other forums. Render technical assistance regarding formulation of policy.

ENQUIRIES : The Recruitment Office Tel No: (012) 394 1440 / 012 394 3097

POST 08/30 : LOGISTICS OFFICER REF NO: SCM 26/20
(12 Months Contract)

SALARY : R257 508 per annum plus 37% in lieu of benefits per annum
CENTRE : Pretoria

REQUIREMENTS : A relevant 3-year tertiary qualification in Supply Chain/Logistics Management/Finance (NQF 6). A minimum of 3 years’ relevant clerical experience in Fleet/Logistics Management. Computer literate (MS Office packages) coupled with a Confidential Security Clearance, and a Drivers License will be an added advantage. Planning, organising, with the ability to work in a team combined with good communication and reporting skills are required.

DUTIES : Implement tools of trade and Fleet Management policies and procedures. Provide inputs into the development and review of tools of trade and fleet management policies and procedures. Advise on the implementation of tools of trade and fleet management policies and procedures. Raise awareness on tools of trade and fleet management policies and procedures via workshops and information circulars. Monitor compliance to tools of trade and fleet management policies and prescripts. Provide Fleet Management Services. Manage the utilisation of pool cars. Conduct pre-trip and post trip inspections. Reconcile kilometres on the cars against the log book. Maintain fleet management records. Coordinate maintenance and leasing of cars. Provide Tools of trade Management Services. Manage cellular phones contracts, 3Gs and sim cards. Maintain asset management records. Track and follow-up on payments. Communicate with stakeholders, clients, management, service providers and colleagues. Address queries and draft general correspondence such as response letters, emails, status reports, submissions and memorandums. Give advice on procedural and technical related matters in respect of asset and fleet related matters and communicate via formal presentation.

ENQUIRIES : The Recruitment Office Tel No: (012) 394 3097/012 394 5286