

THE 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 Meintjies Street, Sunnyside, Pretoria.
- CLOSING DATE** : 14 April 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 will be subjected to 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 12/37** : **HR PRACTITIONER: HRPSS REF NO: HRPSS 27/20**
(12 Months Contract)
- SALARY** : R257,508 plus 37% in lieu of benefits per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Nat Diploma (NQF 6) in Human Resource Management or Development/Social/Behavioural Science (Industrial Psychology)/Public Administration/Public Management or related. A Minimum of 2 years' experience in Human Resource Management/Transformation/ Human Resource Planning/ Diversity Management/Gender Mainstreaming/Disability Management environment. Computer Literacy (MS Package). Added advantage will be given to those with PERSAL Training (Introduction /Leave/Personnel Administration/Establishment)
- DUTIES** : Facilitate implementation of HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures i.e. medium term HR Plan; 3 year EE Plan; Annual assessment of the HR Component and Internal Transformation Action Plans. Develop standardised templates, schedules and registers to support implementation processes, Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy and training. Implement and maintain systems, processes and procedures. In regards to HR Planning, Consult business units on human resource needs; Collate HR Planning information; Conduct human resource gap analysis in respect of numbers, skills and competencies; Analyse the demand and supply of human resources for the DSBD based on the internal and external factors; Design and facilitate implementation of interventions to address limitation of resources (centralisation, outsourcing, automation, etc.). In regards to DSBD internal transformation initiatives, Coordinate the development of the DSBD Employment Equity Plan and annual reporting; maintain statistical analysis templates and Employment Equity (EE) status reports; and Provide EE profiles in support of employment practices. Develop/ design HR systems and databases. Capture/update information on relevant systems, maintain hard copy filing systems, maintain electronic filing systems, safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Give advice on procedural and technical related matters in respect of human resources planning and internal transformation related policies, strategies and matters to ensure compliance, conduct formal presentations during awareness workshops/meetings. Provide logistical support services such as arranging meetings; venues and refreshments (includes procurement process), arranging transport and serve as secretariat on HR meetings.
- ENQUIRIES** : The Recruitment Office, Tel No: (012) 394 1440/5286/3097
- POST 12/38** : **HR PRACTITIONER: PM & HRD REF NO PM&HRD 28/20**
(12 Months Contract)
- SALARY** : R257,508 per annum plus 37% in lieu of benefits
- CENTRE** : Pretoria
- REQUIREMENTS** : Nat Diploma (NQF 6) in Human Resource Management/Development/Public Administration /Public Management or related. Minimum of 2 years' experience in Human Resource

Management or Development environment. Computer Literacy (MS Package). Added advantage will be given to those with PERSAL Training (Introduction/Leave/Personnel Administration).

DUTIES

: Facilitate implementation of HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures in the areas of, performance management System; training and development programmes; internal and external bursaries and/or scholarships; recognition of prior learning; workplace skills plan and additional training plans; and Internship programme. Develop standardised templates, schedules and registers to support implementation processes, Conduct research on relevant matters and advise on new trends, Conduct awareness, advocacy and training. Implement and maintain systems, processes and procedures. In terms of Performance Management; facilitate submission of Agreements/Assessments/Personal Development Plans; facilitate moderation process; facilitate PM outcomes process (Improvement Plans/Pay Progression & Cash Awards). In terms of Human Resource Development, Conduct and/or coordinate training interventions; and maintain statistical analysis templates. Develop/design HR systems and databases. Capture/update information on relevant systems, maintain hard copy filing systems, maintain electronic filing systems, and safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations and submissions. Give advice on procedural and technical related matters in respect of human resources development/performance management related policies, strategies and matters to ensure compliance, Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues and refreshments (includes procurement process), arranging transport and serve as secretariat on HR meetings.

ENQUIRIES

: The Recruitment Office, Tel No: (012) 394 5286/1440/3097