

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted by post via email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided for each post.
- CLOSING DATE** : 12 June 2020
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); certificated copies of qualifications (if available or alternatively submitted at a later stage) and ID document. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All non-SA citizens must attach a certified copy of proof of permanent residence in South Africa. 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, citizenship verification, financial records check, qualification verification, reference checks. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top-Secret security vetting to determine the suitability of a person for employment. The successful candidate will be required to enter into an employment contracts of five years and a performance agreement with the Minister for Small Business Development within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

MANAGEMENT ECHELON

- POST 14/36** : **DIRECTOR-GENERAL REF NO: ODG 24/20**
(5 Year Contract)
- SALARY** : R1, 978,533 per annum (Level 16), (an all-inclusive remuneration package) comprising basic salary (70% of package), employer's contribution to the Government Employee Pension Fund (15% of basic salary) and a flexible portion. A non-pensionable allowance equal to 10% of the annual all-inclusive remuneration package is also payable.
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: A Senior Certificate, an undergraduate qualification (NQF 7) and post-graduate qualification (NQF 8) in the field of either Economics, Business Development, Business Leadership, Entrepreneurship, Development Finance or Development Studies as recognised by SAQA. Must have 8 -10 years of senior management experience, of which, at least 3 years must be with any organ of state as defined in the Constitution, Act 108 of 1996. Knowledge and Experience: Knowledge of the Constitution, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, and the National Development Plan. Experience in executive management, and possess strong leadership and strategic management capabilities. He/ she must also have an experience in monitoring and evaluation of government policies as well as thorough understanding of government policy and administrative processes. He/ she must have strong organizational abilities, good writing skills, good interpersonal skills and be computer literate.
- DUTIES** : Serve as the accounting officer of the department in line with the Public Finance Management Act (PFMA). Coordinate and organise the resources of the Department and its agencies to implement the National Development Plan (NDP) and Medium Term Strategic Framework (MTSF) priorities pertaining to Small Business Development. Provide strategic leadership and management of the department through providing strategic vision and direction, leading the formulation, execution, monitoring and evaluation of the strategic and annual operational plans. Strengthen the department's governance, compliance and organizational capacity to deliver on its mandate; which entails ensuring that the department has the appropriate organizational structure to deliver on its plans, has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, etc. Profile and market the programmes of the department, and create a conducive environment to achieve higher levels of employee performance and engagement; to enable their ability to

develop and coordinate Small, Medium and Micro-sized Enterprises (SMME) development interventions geared towards an inclusive economy and general economic growth. Manage the development and delivery of the response to the needs of SMMEs and Co-operatives, informed by credible research, strategic diagnosis and the monitoring and evaluation thereof. Provide strategic and administrative support to the Minister in carrying out their responsibilities and mandate of the department. Coordinate the contribution of the agencies of the department towards the vision, goals and objectives of government with respect to SMME development and support.

ENQUIRIES : The recruitment office on Tel No: (012) 394 3097/5286/41440

POST 14/37 : **DIRECTOR: COMMUNICATION & MARKETING REF NO: COMM 01/20-21**

SALARY : R1, 057,326 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Marketing or Communication or International Relations as recognised by SAQA. A minimum of 5 years' experience at a middle/senior managerial level. Certificate for entry into the SMS (National School of Government). Possess excellent writing skills, including experience in writing press releases, annual reports, technical articles, advertisements and speeches. Knowledge of publishing programmes, be familiar with local and national media, possess experience with web management and social media trends. Be able to participate in a 24-hour, on call response service, particularly in emergencies or special circumstances.

DUTIES : Provide strategic direction, management and control of the Marketing and Communications Directorate. Be responsible for oversight, building and promoting the brand and programmes of the Department both to internal and external audiences. Drive key elements of the communications approach such as media planning, brand positioning, campaigns and events planning and management. Oversee relationship with key stakeholders across all spheres of government, locally and internationally, media organisations and general public on issues relating to the Department of Small Business Development. Drive the design, development and management of communication platforms and content provision across social media platforms, digital media, publications and photo journalism services for the department. Manage services delivered by the Directorate in line with set norms and standards and implement innovative opportunities to improve service delivery. Manage the financial, human and physical resources of the Directorate.

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

OTHER POST

POST 14/38 : **DEPUTY DIRECTOR: MONITORING & EVALUATION REF NO: ODG 02/20-21**

SALARY : R733, 257 per annum, (an all-inclusive remuneration package)
CENTRE : Pretoria

REQUIREMENTS : National Diploma/B. Degree (NQF 7) in Economics/Business Administration/Public Management/Developmental Studies/ Social Sciences. 5 years' relevant experience (of which 3 years must be at an Assistant Director Level) Experience in any of the following will be considered an added advantage: Public/ private sector in reporting, monitoring and evaluation environment. Possess experience in Knowledge Management; Programme and Project Management skills; knowledge of Policy implementation, advanced Monitoring and Evaluation skills; Communication skills (Writing and Verbal); Client orientation and customer focus; Strong analytical skills (mathematical and statistical knowledge) and Stakeholder Management.

DUTIES : Review Business Unit's performance reports and produce evidence-based quarterly performance reports for the DSBD against the approved Annual Performance Plan. Develop performance monitoring tools and manage the development of performance monitoring tools, guide and advise management on efficient and effective use of monitoring tools. Manage and report on the implementation of the programmes and Memorandum of Understanding and Memorandum of Agreements. Review the Department of Small Business Development's annual performance against the approved Annual Performance Plan and draft evidence-based Annual Performance Information and Annual Reports. Verify performance evidence from Business Units against targets and technical indicator description source. Receive, verify and document validated evidence information according to the department's performance information management policy. Report on the implementation progress of the Service Delivery Improvement Plan of the Department of Small Business Development.

Attend to all Audit findings, engage with Business Units to resolve Audit matters, report on progress of Audit findings. Manage the institutional performance and reporting. Conduct programme and policy implementation impact assessment. Develop Monitoring and Evaluation systems and framework. Communicate with management and colleagues. Draft general correspondence such as response letters, emails, status reports, presentations, memos and submissions. Provide detailed/in depth advice on procedural and technical related matters in respect of Monitoring and Evaluation policies and strategies to ensure compliance. Conduct formal presentations/information sessions.

ENQUIRIES

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