ANNEXURE G

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS: Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.

CLOSING DATE: 31 July 2020 at 16h00. Applications received after the closing date will not be considered.

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); copies of qualifications (if available, or may be requested 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. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. 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. 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). The successful candidate will be required to sign a performance agreement within 3 months of appointment, as well as completing a financial interest’s declaration form within one month of appointment and annually thereafter. The Department reserves the rights not to fill or withdraw any advertised post.

OTHER POSTS

POST 17/55: DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: CORP SERV 03/20-21

SALARY: R733 257 per annum (an all-inclusive remuneration package).

CENTRE: Pretoria

REQUIREMENTS: A Bachelor’s Degree or National Diploma (NQF6/7) in Security Management as recognised by SAQA. A Minimum of 3-5 years’ experience in Safety, Security and Vetting of which 3 years’ should be at an Assistant Director level. An added advantage will be given to those with Postgraduate degree in Policing or Safety and Security and experience in investigations. Possess skills in Communication (verbal and written); Planning and Organising; Interpersonal Skills; Presentation Skills; Ability to listen and objectively evaluate and Policy formulation and implementation.

DUTIES: Develop policies, strategies and procedures for vetting, safety and security. Develop physical security systems and processes to promote compliance to relevant legislations. Develop polices, strategies for information security risk management and facilitate the implementation of disaster recovery plan in conjunction with ICT unit. Develop, review, implement security policy and access control directives. Develop and review the implementation of Occupational Health and Safety (OHS). Manage the execution of security vetting practices in consultation with National Intelligence (NIA). Manage the screening process of companies and other service providers as part of the procurement processes. Ensure proper administration of vetting applications. Conduct security Threat and Risk Assessment (TRA) as per Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS). Draft recommendations on risk assessment reports and physical security appraisals for approval. Conduct security planning meeting prior to ministerial events. Ensure that all classified information is stored in safes/steel cabinets. Draft annual action and business plans for security component. Coordinate the provision of access cards for DSBD staff. Conduct investigations and compile reports. Compile reports on security breach and losses of departmental property. Liaise with State Security Agent (SSA) / South African...
Police Services (SAPS) ad report all incidents or suspected incidents of security breaches for investigations to SSA / SAPS. Liaise with internal and external stakeholders. Conduct awareness session on security, policies, procedures and access control system to all staff. Conduct workshops on security vetting and ensure compliance to by all staff. Advise management on security policy and implications of management decisions.

ENQUIRIES : All enquiries should be directed to the Recruitment Office on Tel No: (012) 394 45286/43097/41440.

POST 17/56 : AUDIT AND RISK COMMITTEE MEMBERS REF NO: DSBD/19/19 (X4 POSTS)
Re-Advert Candidates who previously applied, do not need to re-apply.

SALARY : In terms of Section 77 of the Public Financial Management Act (PFMA), the Department of Small Business Development is recruiting qualified and interested persons to serve as members of its Audit and Risk Committee. Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Compensation of members appointed from outside the Public Services is guided by the audit committee fees policy and is determined at an hourly tariff based on SAICA/AG tariffs per annum. The term of office for Audit Committee members shall be determined by the Director-General. There is a minimum of four meetings held per financial year. Preference will be given to candidates who currently work and reside in Gauteng.

CENTRE : Pretoria

REQUIREMENTS : Relevant professional qualifications such as CA, CIA, CISA, MBA, masters and honors degree. Senior Management experience in Accounting, Auditing, Governance, Financial Management, Legal, Business Administration, Ethics and Risk Management and experience as a member of the Audit Committee or a Board of Directors. Experience in fraud and anti-corruption, enterprise development and public sector will serve as an advantage to complements the skills set for the Audit and Risk Committee. The members shall perform audit committee responsibilities as outlined in section 3.1 of the Treasury Regulation.

DUTIES : The committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and approved Audit Committee Charter.

ENQUIRIES : Technical enquiries should be directed to Ms N. Buthelezi, Tel No: (012) 394-41757. Enquiries for the Recruitment Office can be directed to 012 394 41440/45286/43097.