

## DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

*The Department of Small Business Development is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.*

- 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** : 27 November 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. A technical exercise and/or Competency assessment may also form part of the selection process for MMS positions and below. 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.

## MANAGEMENT ECHELON

- POST 26/81** : **CHIEF DIRECTOR: BLENDED FINANCE REF NO: BLEND FIN 10/20-21**
- SALARY** : R1 251 183 per annum (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Development Finance / Economics/Financial Accounting/Corporate Finance/Business Leadership / Business Administration. Minimum of 5 years' experience at a senior managerial level. National School of Government Certificate for entry into the SMS. Computer literacy (MS Office Packages), and driver's license. Demonstrate knowledge of the Constitution, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Act, 1999 and the National Development Plan. Lead, manage and develop successful management teams that are results orientated. Successfully negotiate and communicate with stakeholders and clients from diverse backgrounds, demonstrate sound decision-making during stressful situations, Analyse information on a multi-dimensional level (lateral and out-of-the-box).
- DUTIES** : Provide strategic direction during the development of blended finance policy, frameworks, guidelines, and interventions for SMMEs and Co-operatives. Oversee the design of blended financial support programmes and access to finance interventions for SMMEs and Cooperatives across government and through public private partnerships. Oversee the

establishment of a credible pipeline of applications that accounts for access to finance initiatives for SMMEs and Co-operatives across Government. Negotiate, influence and monitor implementation of partnership funding interventions. Oversee the provision of technical and supplementary support to SMMEs and Co-operatives. Communicate with internal and external stakeholders, drive the mandate of the department, and lead complex discussions without compromising the integrity of the Department. Lead and manage operations, financial, human, and physical resources of the chief directorate.

**ENQUIRIES** : All advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 41140 / 43097

**POST 26/82** : **DIRECTOR: BLENDED FINANCE REF NO: BLEND FIN 11/20-21**

**SALARY** : R1 057 326 per annum (All-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Development Finance / Economics/Financial Accounting/Corporate Finance/Business Leadership / Business Administration. Minimum of 5 years' experience at a relevant middle/senior managerial level. National School of Government Certificate for entry into the SMS. Computer literacy (MS Office Packages), and driver's license. Possess skills in Strategic Capability & Leadership, Programme & Project Management, Change Management, Communication skills, Client orientation and customer focus, Problem solving and analysis, Service delivery innovation.

**DUTIES** : Manage and design blended financial support initiatives for SMMEs and Co-operatives. Provide direction during coordination of access to finance for SMMEs and Co-operatives across Government and the Private Sector. Execute the implementation and monitoring of the SMME and Co-operatives Funding Policy. Build strategic partnerships that ensures collaboration of blended funding initiatives that are designed and implemented between sector departments. Communicate with internal and ecosystem players. Draft basic to complex correspondence, provide basic to comprehensive advise on procedural and technical related matters in respect of blended financial support for SMMEs, and Cooperatives. Report on applications, approvals and disbursements. Manage and ensure effective and efficient utilisation of financial, human, and physical resources in line with applicable legislation.

**ENQUIRIES** : All advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 41140 / 43097

#### OTHER POSTS

**POST 26/83** : **DEPUTY DIRECTOR: BLENDED FINANCE REF NO: BLEND FIN 12/20-21**

**SALARY** : R733 257 per annum (All-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An NQF7 qualification in Development Finance/Economics/Financial Accounting/Corporate Finance/Business Leadership/Business Administration. A minimum of 5 years relevant experience within a Development Finance/Economics/Financial Accounting/Corporate Finance environment. Project Management training. Computer Literacy (MS Office). Drivers licence would be an added advantage. Possess skills such as, Project Management, Stakeholder Engagement, Communication, Client Orientation and customer focus, Service Delivery Innovation, Problem Solving and Analysis.

**DUTIES** : Manage the operations, human and physical resources of the Sub-Directorate in line with applicable legislation. Design blended financial support programmes and mechanisms that will support SMMEs and Cooperatives. Provide technical support to SMMEs and Co-operatives during contracting with big business. Coordinate and facilitate access to

finance for SMMEs and Co-operatives across Government and the Private Sector. Negotiate and implement partnership funding interventions through SEFA which includes but is not limited to: Evaluate applications and claims; Identify fraudulent application/claims and advise accordingly. Communicate with external and internal stakeholders which includes: Responses to and resolving audit queries and escalated client queries; Presenting status reports on approvals, commitments made, jobs supported and claims at relevant committees; Representing the department on relevant forums, committees, working groups, etc.

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

**POST 26/84** : **DEPUTY DIRECTOR: SUPPLIER DEVELOPMENT REF NO: SUPP DEV 13/20-21**

**SALARY** : R733 257 per annum (All-inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Business / Commerce / Economics / Development Studies / Market Access related qualifications. A minimum of 6 years' experience in the Market Access / Enterprise / Supplier Development functional areas. Computer Literacy (MS Office) and Drivers licence code B or EB. Possess skills such as, Advanced Report Writing, Advanced Analytical, Advanced Communication, Advanced Customer / Client Focus, Standard Coaching, Standard Project Management and Advanced Incentive Administration.

**DUTIES** : Facilitate the creation of an enabling environment for SMMEs and Co-operatives through policies, strategies and programmes that support supplier development. Design incentives for start-up and procurement incentives for suppliers. Develop and monitor the implementation of instruments to support the productivity and growth of suppliers. Coordinate stakeholders for supplier development to solicit inputs on the implementation of the government Point of Action Plan including MTSF and the Nine Point Plan. Facilitate Market Access Support and Partnerships to ensure that private sector partnerships culminate into supplier development. Monitor the implementation and impact of the public procurement programme, especially the set aside policy in the 3 spheres of government and the private sector. Manage supplier development with private sector conglomerates, international organisations, other organs of state. Communicate with external and internal stakeholders. Report on the implementation and impact of the public procurement programme. Manage human resources.

**ENQUIRIES** : The Recruitment Office, 012 394 1440 / 5286 / 3097

**POST 26/85** : **SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: LEGAL SERV 14/20-21**

**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 DSB 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. Attend to and/or responding to queries related to any piece of legislation. The Recruitment Office, Tel No: (012) 394 1440 / 012 394 3097

**ENQUIRIES**

**POST 26/86**

**ASSISTANT DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: ENT DEV & ENTREP 15/20-21**

**SALARY CENTRE REQUIREMENTS**

R376 596 per annum  
 Pretoria  
 An undergraduate qualification (NQF level 7) in Public Administration/ Business Management/Development Studies/Social Sciences/ Economics. Minimum of 3 years' experience at a Functional Specialist level in the small enterprise environment. Computer literacy, and driver's license. Possess skills in Standard Problem Solving Skills, Standard Planning and Organising Skills, Advanced Analytical Thinking, Standard Interpersonal skills, Advanced Client orientation and customer focus, Advanced Stakeholder relations, Standard Service delivery and innovation, Basic Networking, Standard Business Writing skills, Business/ Office administration, Basic Project Management.

**DUTIES**

Conduct research aimed at identifying best practices for the development of policies and strategies for small businesses, Conduct comparison studies between the available policies and strategies on the development of small businesses to assist in selecting the best fit for the South African ecosystem. Collate information for gap analysis and prepare reports. Provide Policy and Programme advisory service to potential and existing customers. Develop implementation guidelines for the small business development policies and strategy. Collate and maintain a reliable database on sector policies, strategies, masterplans, and programmes, Coordinate the piloting of new and improved small business development programmes. Liaise with key stakeholders on sector policy and strategies for the promotion and development of small businesses.

**ENQUIRIES**

Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 41140 / 43097

**POST 26/87** : **ENTERPRISE DEVELOPMENT OFFICER: REF NO: ENT DEV & ENTREP 16/20-21**

**SALARY** : R316 791 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate three (3) year qualification (National Diploma or Degree) in Public Administration/ Business Management/Development Studies/ Social Sciences/ Economics. Minimum of 2 years' experience in an Economic Policy Development environment. Project Management/ Office Administration/ Management. Computer literacy, and driver's license. Possess skills in Standard Analytical Thinking (Technical), Standard Attention to detail (Core), Advanced Communication (Verbal and Written – Core), Standard Creative Thinking and Problem Solving, Standard Project Management (Core), Advanced Data Analysis, Standard Service delivery and innovation.

**DUTIES** : Conduct research on factors impacting growth and sustainability of small businesses, Develop and review (under supervision) policies and strategies that supports the creation of an enabling environment for small businesses. Conduct performance monitoring inspections to determine compliance with policies and strategies. Communicate with stakeholders, clients, management, and colleagues. Draft general correspondence such as response letters, emails, status reports, formal presentations, and submissions. Advise on procedural and technical related matters in respect of policies and strategies. Provide general administrative support to the business unit. Take minutes during stakeholder meetings, write reports, and provide logistical support during events/workshops/meetings, etc.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 41440 / 43097

**POST 26/88** : **ADMINISTRATOR REF NO: DSB/17-18/20-21 (X2 POSTS)**

**SALARY** : R208 584 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : N6 in Office Management. A minimum of 1 – 2 years' administrative experience in the public / private sector environment. Computer Literacy (MS Office Packages). Drivers licence would be an added advantage. Possess the following skills: organisational, negotiating, presentation, financial management, listening, and professionalism.

**DUTIES** : Provide meeting support service to the department which includes but not limited to: Annual meeting schedules, invitations, Attendance Register, etc; Venue arrangements (includes refreshment); Drafting and circulating agenda items; Consolidating and circulating meeting packs (hardcopy / electronic); Taking minutes and circulating the minutes for input and approval. Provide an administrative support service to the department: Manage document flow (Incoming and Outgoing registers, document tracking etc.); Database management (capturing); Scan and copy documents; Provide logistical support and financial support services to the department: Procurement of goods and services (includes venue and catering for meetings, workshops and strategic planning sessions); Manage Petty Cash; Travel Arrangements; Order Stationery; Submit monthly budget inputs and expenditure statements as per PFMA requirements for the unit. Information Management: Consolidate weekly, monthly, and quarterly reports for business units; Collect and coordinate submission of leave forms to HR for business units; Filing in line with the Department's approved file plan. Communicate with staff, service providers and all relevant stakeholders: Draft general correspondence such as response letters, emails, status reports, formal presentations and submissions; Give advice on procedural and technical related matters in respect of policies and strategies to ensure compliance.

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