

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 08 January 2021 @ 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.

OTHER POST

- POST 28/79** : **DEPUTY DIRECTOR: PERFORMANCE MONITORING & REPORTING REF NO: ODG 19/20-21**
- 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 or any other related relevant qualification. 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 sector in performance information monitoring and reporting, performance information evidence validation and auditing environment. Possess experience in Knowledge Management; Programme and Project Management; Policy implementation, Communication skills (Written 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. 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 planned 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 on performance information, engage with Business Units to resolve Audit matters, report on progress of audit action plan.

Manage the institutional performance information reporting processes and evidence validation. Conduct programme and policy implementation impact assessment. Develop performance monitoring and reporting 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 performance monitoring and reporting policies and strategies to ensure compliance. Conduct formal presentations / information sessions.

ENQUIRIES

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