

THE 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** : 9 July 2021 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 (newly prescribed z83 form effective 01 January 2021); 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. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month 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 representativity 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. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be download online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POSTS

- POST 23/47** : **ASD: HUMAN RESOURCE ADMINISTRATION REF NO: ASD: HRA**
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year National Diploma or B Degree qualification (NQF level 6 / 7) in Human Resource Management or Development / Public Administration or related. Minimum of 3 years' supervisory experience in human resource administration, recruitment, and selection. Broad knowledge and understanding of the functional area's conditions of service, recruitment, and selection. Good communication (written and verbal) and people skills. Sound analytical skills and the ability to plan and organise within a stressful environment. Ability to be creative and innovative and solve problems independently. Ability to implement using project management principles. Computer literacy (MS Packages) and Persal (Introduction, Leave, Personnel, and Establishment courses) skills.
- DUTIES** : Facilitate and monitor the implementation of and compliance to human resource prescripts (Basic Conditions of Employment Act, Public Service Act and Regulations, Labour Relations Act). Conduct awareness workshops and implement HR resolutions. Policy and process development which includes input into the development of HR Administration related policies and development of strategies, tools and mechanisms for the management and monitoring during implementation of HR Administration processes. Implement HR Administration processes which includes recruitment and selection, appointments, transfers, promotions, terminations, employee service benefits, leave administration, health risk management and PILIR. Communicate with stakeholders, clients, management, and colleagues which includes providing advice, conducting formal presentations, drafting letters, submissions, reports, inputs into financial statements and key personnel reports, etc. Supervise employees which entails general supervision, control, providing advice and direction, formal disciplinary and training and development.

- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: ASD: HRA"
- POST 23/48** : **EXECUTIVE ASSISTANT TO THE DG REF NO: EA ODG**
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7) in Office Practice / Public Management / Public Administration or related. Minimum of 5 years' experience in office management secretarial or administrative environment of which at least 3 years must be providing support at an executive level. Broad knowledge and understanding of the functional areas of the DSBD with excellent communication skills, good people skills and the ability to act with tact and discretion. Sound organising skills and the ability to research and analyse documents and situations. High level of reliability, self-management, and motivation. Advanced office management skills and sound financial administration. Advanced computer literacy skills (MS Packages).
- DUTIES** : Manage receptionist services to the DG which includes access management, document and information flow and security (safeguarding of information). Provide secretarial and administrative support services to the DG which includes diary and travel management and administration. Develop document monitoring and tracking system which includes scrutinizing documents against prescribed requirements and to determine actions and information required as well as providing briefing notes to the DG. Draft reports, memos, submissions, letters and coordinate inputs and updates on documents and action plans. Provide secretariat services as requested by the DG which includes determining action or information required prior to meetings (briefing notes), collecting, and compiling the necessary documents, recording decisions, communicating with relevant role players, logistical arrangement and registration documentation. Liaise with internal and external role players and remain up to date about legislative requirements and prescripts. Supervise employees which entails general supervision, control, providing advice and direction, formal disciplinary and training and development.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: EA ODG"