

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

Department 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

- APPLICATIONS** : Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X84, Pretoria 0001 or hand delivered at Block B dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.
- CLOSING DATE** : 19 August 2016 (Applications received after the closing date will not be considered)
- NOTE** : Applications must be submitted on a signed Z83 form, which can be obtained from the dti website (<http://www.thedti.gov.za>), and must be accompanied by a comprehensive CV with copies of qualifications. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. No late applications will be accepted. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

- POST 31/106** : **DEPUTY DIRECTOR: RESEARCH REF NO: POL/PROM/ RE 001**
- SALARY** : R612 822 all-inclusive salary package per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/B Drgree in Economic/Social Science or Development Studies. Minimum 3-5 years' managerial experience in research and policy development environment in public or private sector. Computer literacy (MS Office packages), project management. Knowledge of the most recent qualitative and quantitative research software.
- DUTIES** : Review research policies, strategies, and procedures for the department. Conduct economic and statistical analysis on data, trends and developments for policy and programme development. Interpret quantitative and qualitative data. • Research and analyse information for planning, development, interpretation and review of Small Business and Cooperatives development legislation and strategies • Promote DSBD approach, work programme and national positions on small business and cooperatives • Establish and maintain a national small business and cooperatives reference group • Represent the department at forums and international research organisations (thinks tanks). • Develop and maintain a comprehensive knowledge repository of research findings (statistics and reports). Conduct research and analysis of data for evidence based policy making • Contribution to the overall operational management of the sub-directorate • Research and develop implementation, interpretation, evaluation and options provided to ensure alignment and feasibility of new/amendment of policies/strategies • Provide appropriate information for designing of new and align current programmes appropriate to SMME promotion • Provide specifications and/ develop terms of reference documents for the appointment of service providers • Project manage the implementation of research based assigned Service Level Agreements • Provide appropriate information for designing of new and align current programmes appropriate to SMME promotion • Preparing briefing notes, presentations and parliamentary responses on small business and cooperatives issues • Provide quarterly reporting on the implementation of operational plans. Improve and implement initiative to address areas of improvement. • Manage budget for assigned projects.
- ENQUIRIES:** Enquiries should be directed to the recruitment office at (012) 394-5286/ 3097
- POST 31/107** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND TRANSFORMATION REF NO: CORP/SERV/ ASD/HRP 002**
- SALARY** : R311 784 per annum, Level 09
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma: Management Services/Organisation and Work Study/Organisational Psychology/ Industrial Engineering/ Production Management. Minimum of 3-5 years' experience in Organisation and Work Study/Production/Industrial Engineering/Organisational Development. Computer Literacy (MS Package) Project Management, New Electronic EQUATE, Org Plus 8, ARIS. Knowledge of Statutory and Legislative Framework applicable to OD
- DUTIES** : Conduct structural design investigations. Analyse divisional strategies and process maps so as to develop functional and organisational structures. Maintain structural

design database. Develop norms and standards through the application of work measurement techniques. Compile and present work study report. Identify key process objectives and main activity steps. Collect and analyze information about the processes. Highlight bottlenecks and delays, required rework times, unnecessary work steps, and authority ambiguities within a process. Illustrate process flows from the customer's point of view, thus showing whether each step of the process helps create value for the customer. Review and improve business processes to ensure service delivery improvement. Align business processes with the organisational architecture. Assign version numbers to recorded processes to ensure easy. Maintain records of processes. Compile job descriptions during work investigations. Amend job descriptions as per job evaluation process. Provide advice on the development of job descriptions. Ensure job descriptions are updated and signed. Maintain job description database for dsbd. Plan and conduct job evaluation interviews. Capture jobs on the EQUATE system. Quality assures jobs before they are presented to the job evaluation panel. Organise panel meetings and present job evaluation findings to the job evaluation panel. Maintain job evaluation database. Coordinate panel member training. Compile and present job evaluation statistical and ad hoc reports. Coordinate transformation management interventions. Provide transformation management advice to DSBD staff. Coordinate transformation surveys. Recommend appropriate transformation interventions. Draft transformation management strategies. Draft transformation communication circulation and circulate through DSBD Blitz and bathroom posts. Benchmark with other departments for job evaluation, organisation structures and feasibility studies. Research organisation design methods. Research functional inputs or to gain a better understanding of functions in the case of new functions. Research for job description drafting purposes. Draw up project plans for job evaluation and organisation design projects. Monitor the project timelines. Amend project scope and schedules where necessary. Build a working relationship with line managers. Collaborate with HR and IT on issues of common interest. Consult with dpsa on the implementation of prescripts and organisational structure related issues. Liaise with other departments on benchmark purposes. Attend organisational development public service indabas and fora to keep abreast of the transformations in organisational design. Attend Organisational Development conferences to network and share experiences with other Organisational Development Specialists from all sectors

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- POST 31/108** : **PERSONAL ASSISTANT REF NO: CORP/SERV/ PA 003**
- SALARY** : R211 194 per annum, Level 07
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma in Office Management/Administration with 3-5 years' work experience in an office/ admin support environment. Working knowledge of Microsoft Office Package with Telephone Etiquette.
- DUTIES** : Receive, re-direct telephone calls, clarifies instructions and notes, and take messages for the senior manager. Type reports, memos, submissions and letters. Make use and maintain office equipment such as fax machines, computers and photocopiers. Use discretion and diligence in managing the diary of the senior manager. Regularly communicate the diary of the senior manager with them. Manage the flow of information and documents to and from the office of the senior manager. Safe guard all documentation in the office of the manager in line with relevant legislation and policies. Coordinate inputs, collate and compile reports, such as: task registers, monthly and management reports. Check submissions and reports for alignment, grammar errors, and related, make notes and recommendations to the senior manager. Coordinate leave and telephone accounts for the unit. File documents for the senior manager and the unit where necessary. Procure stationery for the office. Get petty cash to buy refreshments for meetings and the office. Coordinate travel arrangements. Coordinate the signing of documents such as procurement advices and monthly salary reports. Scrutinize documents to determine actions/information/other documents required for meetings. Collect, compile all necessary documents for the senior manager to inform him/her on the contents. Records minutes/ decisions and communicate to the relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinate logistical arrangements for meetings when required. Collect and coordinate all the documents that relate to the manager's budget. Provide budget inputs to the manager for determining funding requirements for MTEF submissions. Keep record of expenditure commitments, monitor expenditure and advise the manager of possible over/under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Compare

the MTEF allocation with the requested budget and inform the manager of transformations. Identify the need to move funds between items, consult with the manager and compile draft memos of transformations. Remain up date with regard to prescripts/policies and other documents. Apply prescripts/policies with understanding. Keep abreast with procedures and processes that apply in the office of the manager.

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POST 31/109 : **PERSONNEL OFFICER: HR PLANNING AND REPORTING REF NO: CORP/SERV/ HRP 004**

SALARY : R142 461 per annum, Level 05

CENTRE : Pretoria

REQUIREMENTS : National Diploma in Human Resources Management/ Public Administration. Minimum: 1-2 years clerical experience in HR Planning. Computer Literacy (MS Office Packages). Basic working knowledge of Persal.

DUTIES : Request establishment reports on Persal and send to the requesting official. Capture establishment on Persal. Provide information on HR Strategy, Planning and Report to DSBD employees. Advise management and staff on personnel administration procedures. Scan copy and file documents. Coordinate training for staff. Coordinate submission of performance management records. Coordinate leave applications. Make traveling arrangements. Prepare job evaluation packs for the panel. Assign and escalate requests. Receive, check and distribute documents received from HR staff. Attend to general HR queries and assist staff with the completion of various HR documents. Coordinate and organise meetings/appointments for the Directorate. Make arrangements for the refreshments and attend to other necessary logistics for meetings amongst officials and between other stakeholders. Provide the necessary support for events, including registration, preparation of documentation and presentations. Take minutes at specific meetings. Type reports and submissions. Liaise with officials concerning human resource information. Liaise with Finance concerning travel arrangements. Liaise with service providers on training information for staff. Draw PERSAL reports and assist in compilation of the Units reporting. Compile statistics for all the filled and vacant posts.

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POST 31/110 : **INTERNSHIP PROGRAMME: INTERNAL AUDIT REF NO: INTERN/ODG 005**

SALARY : R59 874 per annum

CENTRE : Pretoria

REQUIREMENTS : Applications are invited from unemployed South African citizens aged between 18 and 35 years who have completed a minimum of National Diploma, BTech or Degree in Finance; Accounting; Cost and Management Accounting; and Auditing. Applicants who have already participated in any Government Internship Programme or have work experience over 6 months will not be considered and if it is found that this was the case after appointment, the contract will be terminated with immediate effect.

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