

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** : 13 November 2020. 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 POSTS

- POST 25/106** : **ASSISTANT DIRECTOR: WEBMASTER REF NO: MARK 04/20-21**
- SALARY** : R376 596 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A three-year tertiary qualification (National Diploma / B Degree) in Multi-Media/Information Management. Minimum of 3-5 years' administrative experience in web design. Formal training in web design. Computer literacy and driver's license. Possess skills in Information and Knowledge Management, Website Management, Corporate Governance (ethics, risk, fraud prevention & control), analytical thinking, Customer Service, Communication (verbal and written) and Change Management.
- DUTIES** : Be responsible for the website/intranet content, content flow processes, guidelines, and policy. Promote adherence to the GCIS website look and feel guidelines. Implement graphic design for marketing campaigns. Research analyse gaps and present recommendations to executive management for improvements of the website. Facilitate DSBD's contribution to the government's gateway project. Implement Service Level Agreements (SLA's) with relevant divisions. Participate in the selection process for service providers. Manage the delivery of milestones of the SLA's with service providers. Compile monthly, quarterly, and annual reports for the sub directorate. People with disability are encouraged to apply.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097
- POST 25/107** : **LOGISTICS OFFICER REF NO: DSBD SCM/05/20-21**
- SALARY** : R257 508 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 years qualification (NQF 6/7) in Supply Chain/Logistics Management / Finance. 3 years relevant clerical experience in Fleet / Logistics Management. Computer Literacy (MS Office Packages). Drivers licence and Confidential Security Clearance would be an added advantage. Possess skills

<u>DUTIES</u>	:	in Planning and Organising, Listening, Problem Solving, Teamwork, Communication both verbal and written and reporting Implement Tools of Trade and Fleet Management policies and procedures. Provide inputs in the development and review of tools of trade and fleet management policies and procedures. Advise on the implementation of tools of trade and fleet management policies and procedures. Raise awareness on tools and fleet management policies and procedures via workshops and information circulars. Monitor compliance to tools of trade and fleet management policies and prescripts. Perform Fleet Management Services such as managing the utilisation of pool cars; conducting pre-trip and post trip inspections; reconcile kilometres on the cars against the log book; maintain fleet management records; coordinate maintenance and leasing of cars. Provide Tools of the Trade Management Services such as managing cellular phones contracts, 3Gs and sim cards; maintain tools of trade management records; track and follow-up on payments. Communicate with stakeholders, clients, management, service providers and colleagues: Address queries and draft general correspondence i.e. response letters, emails, status reports, submissions and memorandums; Give advice on procedural and technical related matters in respect of tools of trade and fleet related matters and communicate via formal presentation.
<u>ENQUIRIES</u>	:	The Recruitment Office Tel No: (012) 394 1440 / 5286 / 3097
<u>POST 25/108</u>	:	<u>HR PRACTITIONER: PM & HRD REF NO: PM&HRD/06/20-21</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An appropriate three (3) year qualification (National Diploma or Degree) in Human Resource Management / Development / Public Administration / Public Management or related. A minimum of 2 years' experience in Human Resource Management or Development environment. Computer literacy with knowledge and experience of Microsoft office packages. PERSAL Certificates (Introduction Leave and Personnel Administration) would be an added advantage. Possess skills in Project Management, Customer Service, Stakeholder Management, Communication (verbal & Non-Verbal), Problem-solving, Planning, Organising and Technical Proficiency.
<u>DUTIES</u>	:	Facilitate implementation of HR policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as the Performance Management System, Training and Development Programmes, Internal and External Bursaries and/or Scholarships, Recognition of Prior Learning, Workplace Skills Plan and additional training plans and Internship Programme. Develop standardised templates, schedules, and registers to support implementation processes. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy, and training. Implement and maintain systems, processes, and procedures. Facilitate the submission of Agreements / Assessments / Personal Development Plans, the moderation process, and the PM outcomes process (Improvement Plans / Pay Progression & Cash Awards). Conduct and/or coordinate training interventions. Maintain statistical analysis templates. Develop/maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations, and submissions. Give advice on procedural and technical related matters in respect of human resources development/performance management related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 43097/41440
<u>POST 25/109</u>	:	<u>HR PRACTITIONER: HRPSS REF NO: HRPSS/07/20-21</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Pretoria

REQUIREMENTS : An appropriate three (3) year qualification (National Diploma or Degree) in Human Resource Management or Development / Social/ Behavioural Science (Industrial Psychology) / Public Administration / Public Management or related. A minimum of 2 years' experience in Human Resource Management/ Transformation/ Human Resource Planning/ Diversity Management/ Gender Mainstreaming/ Disability Management environment. Computer literacy with knowledge and experience of Microsoft office packages. PERSAL Certificates (Introduction Leave Personnel Administration and Establishment Management) would be an added advantage. Possess skills in Project Management, Customer Service, Stakeholder Management, Communication (verbal & Non-Verbal), Problem-solving, Planning, Organising and Technical Proficiency.

DUTIES : Facilitate implementation of HR policies, strategies and plans. Provide recommendations for the improvement of existing policies, strategies, systems, plans, processes and procedures in the key areas such as HR Planning, Employment Equity, HR Information Management. Develop standardised templates, schedules, and registers to support implementation processes. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy, and training. Implement and maintain systems, processes, and procedures. Consult business units on human resource needs, collate HR information, and conduct human resource gap analysis. . Maintain HR information for quarterly and annual reporting. Develop / maintain HR systems and databases. Capture / update information on relevant systems. Maintain hard copy and electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence Give advice on procedural and technical related matters in respect of human resources policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

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POST 25/110 : **SENIOR PERSONNEL OFFICER REF NO: SPO/08/20-21**

SALARY : R208 584 per annum
CENTRE : Pretoria

REQUIREMENTS : A three-year Tertiary qualification on Administration/Public Administration/Human Resource Management. A minimum of 3 years' experience in Administration Training and Performance Management Administration. Computer literacy with knowledge and experience of Microsoft office packages. Security Clearance and PERSAL Introduction Certificate would be an added advantage. Possess skills in Problem Solving, Formulation and editing, Conflict resolution, Project Management, Research, Policy Analysis and development, Customer service and reporting.

DUTIES : Provide advice on policy implementation/interpretation by conducting information sessions, workshops, drafting circulars and communication briefs. Coordinate business unit specific processes such as submission of documentation (e.g. conditions of service, performance management, training & development, etc). Conduct research for policy development/ improvement and identification of deficiencies in existing practices, processes, policies, and procedures. Provide secretariat service and logistical support to technical specific/ functional meetings (e.g. moderation, bursary committee, job evaluation panel, etc). Facilitate the implementation of unit specific policies, processes, and procedures. Undertake technical specific interviews and/or investigations and draft submissions reports in respect of findings. Undertake technical specific interviews and/or investigations and draft submissions reports in respect of findings. Compile unit specific reports, statistical information memos and submissions. Process technical specific information (including capturing and record keeping). Communicate with co-workers, managers, other departments, and service providers (including private sector organisations and international organisations). Develop/review concepts, theories and operational methods and support the implementation and project objectives.

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

POST 25/111 : **ADMINISTRATIVE CLERK REF NO: MARK 09/20-21**

SALARY : R173 703 per annum

CENTRE : Pretoria

REQUIREMENTS : A grade 12 certificate or equivalent. No previous experience required.

DUTIES : Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component (district offices). Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

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