

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** : 19 March 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 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 downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

OTHER POST

- POST 08/101** : **BUSINESS DEVELOPMENT OFFICER REF NO: ENT COMP SUPP 2**
- SALARY** : R316 791 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/B Degree in Business Administration, Accounting and Development Finance. 3 years' experience Business Administration, Accounting and Development Finance. Computer Literacy (MS Office Packages). Project Management Training. Drivers licence would be an added advantage. Possess skills in Standard Analytical Thinking, Standard Attention to detail, Communication both verbal and written, Advanced Customer / Client Focus, Standard Judgement Analysis, Standard Project Management, and Basic Incentive Administration.
- DUTIES** : Screen and assess applications and claims; Conduct feasibility and post approval inspections; Process applications and claims; Manage allocated projects; Conduct workshops and information sessions; Present findings to adjudication committees; Communicate with internal and external stakeholders with etiquette.
- ENQUIRIES** : The Recruitment Office, Tel No: (012) 394 1440 / 5286 / 3097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ENT COMP SUPP 2"