

## 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** : 03 May 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 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. 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 13/107** : **ADMINISTRATIVE SUPPORT AND CO-ORDINATION OFFICER REF NO: ADMIN SUPP & CO**
- SALARY CENTRE** : R733 257 per annum  
: Pretoria
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7). Minimum of 3 years' experience at management level. Broad knowledge and understanding of the functional areas covered by the Minister for Small Business Development's portfolio and working knowledge of the political and parliamentary processes in South Africa. Proven management competencies. Good computer literacy skills (MS Packages).
- DUTIES** : Manage administrative and coordination activities within the office of the EA, inclusive of the life cycle of document management, compiling documentation as required by the EA, procurement and logistical support. Liaise with internal and external role players about matters relating to the Small Business Development portfolio, inclusive of briefing the Chief of Staff, liaising with senior managers and coordinating activities in the office of the EA. Render a Cabinet support service to the EA, inclusive of distribution of memoranda, documents, submissions and record keeping of decisions at Cabinet or executive council. 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/ 41140 / 43097

<b><u>NOTE</u></b>	:	Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ADMIN SUPP & CO"
<b><u>POST 13/108</u></b>	:	<b><u>ASSISTANT DIRECTOR: ENTREPRENEURSHIP PROGRAMME DESIGN REF NO: ENT PROG DESIGN</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 per annum Pretoria An undergraduate qualification (NQF level 7) in Public Administration/ Business Management/Development Studies/ Economics/ Entrepreneurship and related. Minimum of 3 years' experience at a Functional Specialist level in Entrepreneurship, Programme Design, Enterprise Development or related area. Good computer literacy skills (MS Packages), Advanced Management Development Programme. Driver's license would be an added advantage. Possess skills in Standard Problem-Solving Skills, Standard Planning and Organising Skills, Advanced Analytical Thinking, Standard Interpersonal skills, Advanced Client orientation and customer focus, Advanced Stakeholder relations, Standard Service delivery and innovation, Basic Networking.
<b><u>DUTIES</u></b>	:	Conduct research aimed at identifying best practices for programmes, instruments and projects that support innovation and technology development. Conduct comparison studies between the available tools on entrepreneurship and innovation development to assist in selecting the best fit for the South African ecosystem. Analyse and / or review programme designs models, programmes, instruments, and guidelines for the implementation of entrepreneurship and innovation programmes. Develop guidelines for the implementation of new models, programmes and mechanisms. Package and popularise transfer of models and coordinate the piloting of new and improved entrepreneurship and innovation programmes. Conduct monitoring inspections and write inspection reports on the implementation of entrepreneurship and innovation programmes. Communication with internal external and colleagues, Draft general (basic to complex) correspondence such as response letters email status reports presentations memos and submissions. Give advice on procedural and technical related matters in respect of policies procedures and strategies to ensure compliance.
<b><u>ENQUIRIES</u></b>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 41140 / 43097
<b><u>NOTE</u></b>	:	Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ENT PROG DESIGN"
<b><u>POST 13/109</u></b>	:	<b><u>CHIEF ACCOUNTING CLERK REF NO: FIN CAC</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum Pretoria A National Diploma or Bachelor's Degree (NQF6/7) in Financial Management, or relevant field. A minimum of 3 years' experience in Financial Accounting. 3 years working knowledge of transversal systems applicable to the Public Service. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, PFMA, Financial Manual). Must be Computer Literate and possess certificates of training in MS Office packages. Certificates of training completed for PERSAL and BAS systems. An additional advantage would be given to candidates who are in possession of a relevant qualification on NQF level 8 or above and who are advanced in excel. Candidate must possess skills in planning, organising, problem solving, interpersonal, team player, basic numeracy, and accuracy.
<b><u>DUTIES</u></b>	:	Supervise and render financial accounting transactions. Receive, verify, and allocate invoices to subordinates for processing. Verify and approve the captured invoices. Supervise the filing of all documents and the collection of cash. Supervise and perform bookkeeping support services. Verify all financial transactions captured and clear transactions on suspense accounts. Record debtors and creditors. Verify and process electronic banking transactions. Verify the compiled journals. Compile monthly reports. Communicate with staff, service providers and all relevant stakeholders. Draft general correspondence such as

response letters, emails, status reports, formal presentations, and submissions. Give advice on procedural and technical related matters in respect of policies and strategies to ensure compliance.

**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: FIN CAC"