

## 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](mailto:recruitment@dsbd.gov.za) by quoting the relevant reference number provided on the subject line.
- CLOSING DATE** : 30 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 and ID document. Applicants must submit copies of qualifications, Identity document, and drivers' licence (where appropriate) and any other relevant documents. Such copies need not be certified when applying for the post. The requirement of certified copies will be limited to shortlisted candidates only. 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 25/93** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: DD SEC MNGT**
- SALARY** : R733 257 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate 3-year National Diploma or B Degree qualification (NQF level 6 / 7) in Security Management. Minimum of 5 years' experience in Safety, Security, Investigations and Vetting of which 3 years should be at an Assistant Director Level. Broad knowledge and understanding of the functional areas Security Vetting, Investigations and Security Management. Good communication (written, verbal and presentation) and interpersonal skills. Advanced planning and organising skills with the ability to listen and evaluate situations objectively. Strong policy formulation and implementation skills. Computer literacy (MS Packages) and Safety and Security training.
- DUTIES** : Develop policy, promote compliance, and manage implementation thereof which includes policies, strategies, procedures, processes and risk management within vetting, safety, and security. Manage the execution of security vetting, screening processes of companies and proper administration of vetting applications. Conduct security threat and risk assessments as per the MISS and MPSS, draft recommendations and conduct security planning meetings. Draft annual action and business plans, coordinate provision of access cards and ensure all classified information is stored in line with security requirements. Conduct investigations, compile reports on findings, report incidents (includes suspected incidents) of security breaches and losses of departmental property, provide recommendations and liaise with SSA / SAPS. Liaise with internal and external stakeholders, which includes providing advice,

- conducting formal presentations, drafting letters, submissions, reports, awareness sessions, etc.
- ENQUIRIES** : 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: DD SEC MNGT"
- POST 25/94** : **ASSISTANT DIRECTOR: INCENTIVES, GRANTS AND LOANS REF NO: ASD INCENTIVES**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum  
: Pretoria  
: An appropriate 3-year National Diploma or B Degree qualification (NQF level 6 / 7) in Economics / Finance/ Accounting or Business Management as recognised by SAQA. Minimum of 3 years' experience at a Functional Specialist level. Possess skills such as, good communication (written, verbal and presentation), Attention to detail, Planning and organising, Analytical and Problem-solving, Project Management and Customer service. Computer literacy (MS Packages) and Project Management training.
- DUTIES** : Conduct research about funding best practices, participate in programme design and review. Participate in programme monitoring and compile recommendations on interventions relating to enhancing SMME's development interventions. Develop and implement SMMEs and Co-operatives funding policies and strategies. Compile monthly programme performance reports detailing movements of all projects e.g., approvals, rejections, and disbursements. Request performance reports from entities and prepare draft quarterly analysis reports on the performance of entities. Gather evidence and generate reports on competitive SMMEs and Co-operatives supported by the Portfolio. Gather evidence and draft responses for internal and external audit queries and findings. Mobilise resources for the SMME and Co-operatives sector through partnerships. Communication with internal, external and stakeholders including the drafting of general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submissions. Give detailed / comprehensive / in depth advice on procedural and technical related matters in respect of funding support. Conduct awareness sessions for SMMEs on developing skills needed for financial planning, creating a budget and track spending patterns to sustain their businesses.
- ENQUIRIES** : All advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/ 3097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: ASD INCENTIVES"