

## 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 December 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' license (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 downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>

## MANAGEMENT ECHELON

- POST 41/64** : **CHIEF DIRECTOR: CORPORATE MANAGEMENT SERVICES REF NO: CD CORP SERV**
- SALARY** : R1 251 183 per annum (Level 14), an all-inclusive remuneration package. The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with rules for Senior Management services (SMS).
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Administration / Business Administration / Public Management / Facilities Management / Human Resources Management / Information Technology as recognised by SAQA. Minimum of 5 years' experience at a senior managerial level within facilities and security management or human resources management or legal services or information and communications technology. Management experience in more than one of the technical areas will be considered an advantage. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>). Possess knowledge of the corporate management services value chain, the Public Service Act, Regulations and Public Management and Administration principles, the Public Finance Management Act and Treasury Regulations, the National Development Plan, MTSF, MISS, MPSS, Occupational Health and Safety Act (OHS), Basic Conditions of Employment Act

(BCOE), Labour Relations Act (LR), Skills Development Act, PAIA, PAJA and POPIA. Have proven management competencies such as Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial-, Change-, and Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus and Communication.

**DUTIES**

: Oversee the provision of sound policy that supports delivery of the DSBD mandate by means of Facilities-, Security-, Human Resources- Government Information and Communication Technology-, and Legal Services Management. Lead security and facilities management services that adhere to the whole spectrum of security management functions and ensures a work environment in accordance with the Occupational Health and Safety Act. Oversee development and execution of human resource plans and supporting strategies from organisational design throughout the talent management process (acquisition, retention to attrition). Oversee digital transformation initiatives throughout the IT value chain inclusive of Governance, Application, Services, Knowledge, Records, and Information Management. Oversee the provision of legal services and legislative drafting to the Department. Provide strategic direction, manage, and assume responsibility for the execution of operations and financial, human, and physical resources of the Chief Directorate.

**ENQUIRIES**

: Enquiries for all advertised posts should be directed to the recruitment office on (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: CD CORP SERV"