

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

OTHER POST

- POST 44/72** : **LOGISTICS OFFICER REF NO: LOGISTICS**
- SALARY** : R261 372 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A relevant 3 years qualification (NQF 6) in Supply Chain/Logistics Management / Finance. 3 years relevant clerical experience in Fleet / Logistics Management. Computer Literacy (MS Office Packages). Driver's licence and Confidential Security Clearance would be an added advantage. Possess skills in Planning and Organising, Listening, Problem Solving, Teamwork, Communication both verbal and written and reporting.
- DUTIES** : 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 logbook; 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.

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: LOGISTICS"