

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** : 11 February 2022 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); certified copies of all certificates and Identity Document copy and academic transcript/ record. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to submit the required documents will result in the application not being considered. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within six months of the closing date of the advertisement, please accept that your application has been unsuccessful. Applicants applying for more than one field of study must submit a separate Z83 form as well as the required documentation mentioned above to the relevant application address provided. Applicants must meet the following requirements: have satisfied the academic requirements for the advertised field of study/discipline as detailed below, should not have previously served as an intern or contract worker in the Public Service and must not be older than 35 years. Clear indication of the position / internship programme and reference number that is being applied for must be indicated on your z83. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Applicants who participated on the internship programme in the past will be disqualified. 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 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>

INTERNSHIP PROGRAMME 2022/2024

The duration of the internship programme is twenty-four (24) months. The Department invites all suitable and qualifying graduates aged between 18 and 35, who are interested and who have never participated in an Internship programme before, to apply for the following Internship Programmes.

OTHER POSTS

- POST 03/82** : **INTERNAL AUDIT INTERN REF NO: INT AUD (X2 POSTS)**
- STIPEND** : R105 856.50 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma or Bachelor's Degree (NQF 7) in auditing/accounting as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097/1484
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: INT AUD"
- POST 03/83** : **EXECUTIVE SUPPORT INTERN REF NO: EXEC SUPP**
- STIPEND** : R105 856.50 per annum

CENTRE REQUIREMENTS : Pretoria
: An appropriate B. Degree/National Diploma (NQF 6 /7) in Public Administration/ Business Management/ Political Science / Development Studies as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097/1484

NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: EXEC SUPP"

POST 03/84 : **GRAPHIC DESIGN INTERN REF NO: COMMS INT (X2 POSTS)**

STIPEND : R105 856.50 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma or Bachelor's Degree (NQF6/7) in Communication/ Graphic Design / Visual Arts / Multimedia Design as recognised by SAQA. Experience in and knowledge of design tools such as Adobe Software, Photoshop, InDesign, Illustrator, Dreamweaver / Premiere Pro/ unreal engine/ Articulate storyline 360, Quark, Digital Marketing and Basic Photography skills, Academic Excellence, Leadership Roles, Participation in Community programmes will be an added advantage.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097/1484

NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: COMMS INT"

POST 03/85 : **SCM INTERN REF NO: SCM INT**

STIPEND : R105 856.50 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma or Bachelors Degree (NQF6/7) in Supply Chain Management / Procurement / Logistics / Purchasing Management as recognised by SAQA. Knowledge in PFMA, PPPFA, Treasury regulations, BBEE and general understanding of Supply Chain Management processes. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097/1484

NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: SCM INT"

POST 03/86 : **HRA INTERN REF NO: HRA INT**

STIPEND : R105 856.50 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma or Bachelors Degree (NQF6/7): Human Resource Management / Development / Public Administration / Public Management or related as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097/1484

NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: HRA INT"

POST 03/87 : **INTERNATIONAL RELATIONS INTERN REF NO: INT REL**

STIPEND : R105 856.50 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate National Diploma / B Degree (NQF 7) in International Relations / Political Science /Business Management /Development Studies as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.

- ENQUIRIES** : Tel No: Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/3097/1484
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: INT REL"
- POST 03/88** : **ICT INTERN REF NO: ICT INTERN**
- STIPEND** : R105 856.50 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor of IT / Informatics / Information System or related IT qualification on a NQF level 6/7 as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/3097/1484
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: ICT INTERN"
- POST 03/89** : **ENTREPRENEURSHIP INTERN REF NO: ENTREP INT**
- STIPEND** : R105 856.50 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelors Degree (NQF7) in Economics / Public Administration/ Entrepreneurship /Development Studies or Business Management as recognised by SAQA. Additional: Academic Excellence, Leadership Roles, Participation in Community programmes.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097/1484
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e., "REF NO: ENTREP INT"