

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- 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** : 8 April 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 a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated). Applicants must submit copies of qualifications, Identity document, and drivers' licence 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 POSTS

- POST 11/70** : **DEPUTY DIRECTOR: SENIOR SOFTWARE ENGINEER REF NO: DD: SENIOR ENG**
(12 Month Contract)
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum (all-inclusive remuneration package).
: Pretoria
: An undergraduate Degree (NQF 7) in Software Engineering/Computer Science/Computer Programming and Analysis/Information Systems / Mathematics. A postgraduate degree in the above-mentioned areas will be considered an added advantage. Possess a minimum of 5 years' experience within software development utilising varying coding languages and a minimum of 5 years' experience working in any of the following SQL, MySQL, and Relational database methodologies. Project Management experience and programming languages will be an added advantage./ or Possess skills in Systems Development Management, have strong leadership skills (building successful teams), Organisational Capability Development, Collaboration and be agile and resilient.
- DUTIES** : Manage the development of software solutions. Determine operational feasibility by evaluating analysis, problem definition, requirements, solution development and proposed solutions. Manage the project team and operations to ensure integration and completion of related results. Provide strategic direction to the team through knowledge of the business needs and the tools required to manage development practices. Communicate and liaise with clients and stakeholders (internal and external) (written, verbal and formal presentation) including but not limited to, emails, project proposals, submissions, status reports, providing advice to management, lead complex discussions and formal presentations at relevant Committees
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 3097

POST 11/71 : **DEPUTY DIRECTOR: SECTOR-WIDE EVALUATION REF NO: DD: SEC EVAL**
(12 Month Contract)

SALARY : R744 255 per annum (all-inclusive remuneration package).
CENTRE : Pretoria

REQUIREMENTS : An undergraduate Degree (NQF 7) in Economic development field, social sciences / demography, economics and/or relevant discipline. Strong statistical background and experience in research in particular evaluations (Honours and master's in the disciplines mentioned above or a postgraduate degree specialising in Programme / Projects / Policy Monitoring and Impact Evaluation will be an added advantage. The applicant must have extensive (minimum 5 years) experience with research, monitoring & evaluation approaches, and methodologies of which at least 3 years must be at a supervisory or specialist level. Experienced with the use of logical framework approach and other strategic planning approaches, e.g. data processing and analysis using computer systems, and facilitation of M&E quality assurance and information workshops. Possess competencies such as, evaluation management skills, technical evaluation skills, strong organizational, communication, and interpersonal skills to work effectively with project or program staff and clients (SMMEs), excellent analytical skills and the ability to summarize disparate information in a clear and concise manner, excellent research and data collection methodology skills in the field of evaluations, and strong monitoring, evaluation and research methods skills, including sampling, quantitative and/or qualitative research design and data analysis. Demonstrated project management experience and verifiable evidence of evaluation studies taken will also be an added advantage.

DUTIES : Conduct evaluation studies. Develop Terms of Reference (ToRs) for the studies and concept documents and facilitate for approval of concept notes by Head of Divisions. Conduct evaluations including complex evaluation such as outcome and impact studies of key programs of the department. Develop Evaluation Improvement Plans on the studies conducted. Prepare reports, analysis, and synthesis to management on findings and recommendations of evaluations. Draft evaluation report/s and facilitate approval by Executive Committee (EXCO). Facilitate and provide technical support to business Division (Branches) in relation to the development of Theory of Change and Logic Frameworks for evaluations purpose. Develop Departmental Evaluation Plans. Develop a three-year evaluation plan for the department in line with the Department of Planning, Monitoring and Evaluation (DPME). Facilitate approval of DSBD's 3 years evaluation plan. Develop Standard Operating Procedures (SOP) for the acquisition and provision of evaluation services in the department. Establish the Departmental Evaluation Committee to oversee the evaluation system. Collect and analyse evidence. Undertake evaluations using various research methods, processes, and designs. Develop a of costed data collection plan for the evaluation studies. Application of counter-factual analysis methods for outcome and impact studies, Advise and design research instruments for the studies including pilot testing of such instruments, Collect data and analyse findings for reporting. Facilitate for the utility of evaluation findings for learning, sharing and program improvements, planning and decision making. Support the ADDG in ensure findings of the evaluation are used to inform better decision making regarding the advancement of the Programs, as well as providing documented evidence for the implementation of other similar programmes in future. Improve in the implementation of the Program/s to ensure that it is more responsive to the need of the SMMEs, contribute to the attainment of the MTSF framework. Use of evidence (evaluation outcomes) and demonstrate to National Treasury the benefits of providing financial support to the programme and its contribution towards reducing unemployment and economic transformation. Lead technical discussions – share results of evaluation. Prepare presentations, Document, store and disseminate results. Communicate and liaise with clients and stakeholders (internal and external) (written, verbal and formal presentation) including but not limited to, emails, project proposals, submissions, status reports, results reports, and provide advice to clients and management.

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POST 11/72 : **ASSISTANT DIRECTOR: BUSINESS ANALYST REF NO: ASD: BUS ANALYST**
(12 Month Contract)

SALARY : R382 245 per annum

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Computer Science. Postgraduate degree in the above-mentioned will be an advantage. Possess a minimum of 3 years' experience as a business analyst. Possess competencies in Creative Analytical and Systems Thinking, Business and Industry Knowledge, Communication skills, Problem-solving and decision making, Research and Software Applications.

DUTIES : Analyse and evaluate business processes. Research, and review up-to-date business processes and IT advancements to modernise systems. Create initiatives in line with the business needs and requirements. Develop projects and monitor performance. Collaborate and communicate with users and stakeholders. Communicate and liaise with clients and stakeholders (internal and external) (written, verbal and formal presentation) including but not limited to, emails, submissions, reports, emails, letters, provide advice on complex technical issues and procedures, conduct formal presentation to relevant Committees and audiences.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on (012) 394-5286/ 3097

POST 11/73 : **ASSISTANT DIRECTOR: SOFTWARE DEVELOPER REF NO: ASD: SOFT DEV**
(12 Month Contract)

SALARY : R382 245 per annum

CENTRE : Pretoria

REQUIREMENTS : An undergraduate Degree (NQF 7) in Software Engineering/Computer Science / Computer Programming and Analysis/Information Systems / Mathematics. Postgraduate degrees in the above-mentioned areas will be considered an added advantage. Minimum of 3 years' experience within software development utilising varying coding languages and a minimum of 3 years' experience working in any of the following SQL, MySQL and Relational database methodologies. Formal training in programming languages will be considered an added advantage. Possess competencies in programming languages, SQL and Access, project management software, attention to detail, collaboration, critical thinking, and focus.

DUTIES : Collaborate with software engineers and clients to resolve application programming interface (API) issues. Develop and maintain secure and stateless web services. Build reusable code and libraries for future use. Analyse and debug issues in the client / server environment. Communicate and liaise with clients and stakeholders (internal and external) (written, verbal and formal presentation) including but not limited to, emails, project proposals, submissions, status reports, provide advice to management and lead complex discussions and conduct formal presentation at relevant Committees.

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