

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. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 13 May 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 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 14/84** : **DEPUTY DIRECTOR: PERORMANCE MONITORING & REPORTING REF NO: DD PERF MON**
- SALARY CENTRE** : R744 255 per annum, (all-inclusive remuneration package)
: Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Economics/ Business Administration/ Public Management/ Developmental Studies/ Social Sciences or any related field as recognised by SAQA. Possess a minimum of 5 years' relevant experience (of which 3 years must be at an Assistant Director Level). Experience in the public / private sector reporting, monitoring and evaluation environment will be considered an added advantage. Have proven competencies such as, Communication (verbal and written), Knowledge Management, Programme and Project Management, Analytical (mathematical and statistical knowledge), Problem solving, Report writing, Attention to detail, Interpersonal relations skills, Stakeholder Management, Planning, coordinating, and organising skills, Honesty and Integrity and Monitoring and Evaluation Techniques.
- DUTIES** : Develop performance information monitoring and reporting tools, processes, and frameworks. Manage effective and efficient use of performance information monitoring tools, processes and frameworks and guide and advise management in respect of utilisation. Manage performance Information and performance evidence. Receive, verify, and document validated performance evidence information according to the department's performance information management policy, Attend to all internal and external audit findings and engage with business units to resolve audit matters and report on progress on audit findings. Review Business Units' monthly and quarterly performance

information reports and performance evidence against the department's approved annual performance plan and technical indicator descriptions and produce evidence-based quarterly performance information reports. Review the Department's quarterly and annual performance information and supporting evidence against the approved annual performance plan and technical indicator descriptions and produce draft year-to-date and annual performance information reports. Report on the implementation progress of programmes implemented by the department. Report on the implementation progress of the department's Service Delivery Improvement Plan. Efficiently communicate with internal and external stakeholders through emails, reports, submissions, letters, memorandums, and presentations, and give advice on procedural and technical related matters in respect of performance monitoring and reporting guidelines and standard operating procedure to ensure compliance. Communicate with management and process owners on the internal and external performance monitoring and reporting processes, tools, frameworks, and timelines.

ENQUIRIES : Enquiries for 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 (email) when applying i.e., "REF NO: DD PERF MON"

POST 14/85 : **SENIOR INTERNAL AUDITOR REF NO: SNR INT AUD**

SALARY : R321 543 per annum

CENTRE : Pretoria

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Auditing/ accounting/ or any related field as recognised by SAQA. Possess a minimum of 3 – 5 years 'experience in internal auditing. Have proven competencies such as, Communication (verbal and written), Customer / Client Focus, Service Delivery Systems, Analytical Thinking, Research Skills, Presentation Skills, Reporting Writing Skills. Experience in auditing financial statements and information systems will be an advantage.

DUTIES : Plan internal audits. Conduct business understanding on the audit subject, conduct risk analysis and identify risk, consider applicable legislative frameworks on the subject. Determine the focus areas and scope of the audit. Develop an audit engagement letter for the audit. Arrange entrance meeting with the unit and agree on the terms of engagement. Document system descriptions and get buy in from management. Execute internal audits. Conduct the control adequacy assessment, conduct sampling procedures, develop an audit programme to be signed off by the audit manager, execute audit procedures, communicate exceptions to management, and process management comments. Develop a draft audit report, convene exit meeting, and present the findings of the draft report findings. Prepare an audit summary for the various stakeholders, outline risk areas and track process.

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

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

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.

APPLICATIONS : Applications can be submitted by email to: recruitment@dsbd.gov.za by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF.

CLOSING DATE : 13 May 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); copies of all certificates and Identity Document copy and academic transcript/ record. 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. 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>

OTHER POST

- POST 14/86** : **INTERN: RISK & INTEGRITY MANAGEMENT REF NO: RISK INTERN**
- STIPEND** : R105,856.50 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate National Diploma or Degree (NQF 6/7) in Risk Management / Internal Audit /Forensic Investigations / Public Management / Public Administration or any related field 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 on Tel No: (012) 394-5286/ 3097
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: RISK INTERN"