

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference.

- APPLICATIONS** : Applications can be submitted by email to the relevant email and 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** : 01 July 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 and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. 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, youth & 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 22/94** : **ASISTANT DIRECTOR: WEBMASTER & LIVESTREAM OPERATOR REF NO: ASD WEBM**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Pretoria
: National Diploma/B Degree (NQF Level 6/7) in multi-media/information management as recognised by SAQA. Possess a minimum of 3 – 5 years administrative experience in Web Design. 1 year experience in live streaming will be considered an added advantage. Have in depth knowledge of Web-based technologies, internet infrastructure and practices & understanding of analytics & search engine optimisation. Proven competency of communication (verbal & written), website design practices, live streaming, audio & visual production, attention to detail & analytical & technical problem solving.
- DUTIES** : Conduct research, analyse gaps & present recommendations for the improvement of the website, provide technical expertise for the website, collaborate with graphic designer to create a cohesive small business development identity for the website, monitor & implement updates, verify content & upgrades for the website, maintain & organise web archive, keep up-to-date with new rapidly changing internet technologies & recommending possible improvements, prepare live stream for the events of the Department using various online platform i.e Zoom, Microsoft Teams, YouTube & Facebook, retrieve the audio & video of live streamed events, post to the website and perform other elated work as required.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/1440
- NOTE** : Candidates must submit applications to recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO:"

- POST 22/95** : **ASISTANT DIRECTOR: SMALL BUSINESS POLICY AND OVERSIGHT REF NO: ASD SB POL**
- SALARY** : R382 245 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in Public Administration/ Business Management / Development Studies / Economics as recognised by SAQA. A minimum of 3 – 5 years relevant experience at a functional specialist level in policy development or enterprise development environment. Proven competence in communication (verbal & written), standard problem-solving skills, standard planning & organising skills, advanced analytical thinking, standard interpersonal skills, advanced client orientation & customer focus, advanced stakeholder relations, standard service delivery & innovation and basic networking.
- DUTIES** : Conduct research to identify best practices for the development of policies & strategies for small businesses, comparison studies to assist in selecting the best fit for the South African eco-system, collate information for gap analyses & prepare reports, maintain reliable database on sector policies, strategies, masterplans & programmes, develop implementation guidelines for small business development policies & strategy, provide policy & programme advisory service, coordinate piloting of new programmes, communicate and liaise with key stakeholders and coordinate policy discussion meetings & represent the DSBD in relevant government & private sector engagements / forums.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 3945 286/1440
- NOTE** : Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO:"