

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** : 21 October 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 will be required to submit proof of permanent residence in South Africa when shortlisted. 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 the DSBD 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 38/38** : **PARLIAMENTARY AND CABINET SUPPORT REF NO: MIN PARL SUPP**
(2-year contract)
Re-advertisement, applicants who applied previously are encouraged to re-apply
- SALARY** : R744 255 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate undergraduate degree or equivalent qualification on NQF level 7. Minimum of 3-5 years' experience at management level. Possess knowledge on Minister's operations. Have proven management competencies, with broad knowledge and understanding of the functional areas covered by the EAs portfolio and working knowledge of the political and parliamentary processes in South Africa. Competencies required are applied strategic thinking, citizen focus and responsiveness, impact, and influence, managing interpersonal conflict and resolving problems, networking and building bonds and project management.
- DUTIES** : Provide Parliamentary administrative support to the Minister. Act as a linkage between Parliament, Parliamentary Committees, Study Group, MANCO, Caucus etc, on behalf of the Minister. Ensure all parliamentary documents and related submissions are finalised on time and submitted to various Committees in Parliament. Ensure parliamentary briefing notes and supporting documents are prepared on time and of good quality. Ensure effective handling of enquiries from Members of Parliament on Department policies, programmes, and related activities. Manage all correspondence through tracking, content accuracy and timeliness responses. Attend to Parliamentary questions and ensure timeous submission of responses to parliament. Oversee proper functioning of the Constituency office and liaise with role-players in the constituency of the Minister. Resolve or refer requests received from stakeholders in the constituency for finalisation. Follow-up and monitor referred

- requests and actions agreed upon. Identify critical projects in the constituency and the district where minister is a champion of DDM.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
- NOTE** : Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "Ref No: MIN PARL SUPP"
- POST 38/39** : **DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DD RTR**
- SALARY** : R744 255 per annum (Level 11)
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma/B. Degree (NQF level 6/7) in Economics or Development studies or Business Management as recognised by SAQA. Minimum of 6 years' experience in business process mapping, regulatory analysis (regulatory impact assessment) and /or local economic development. Leadership development training course (AMDP), Project Management Course. Demonstrate competence in: Communication (verbal and written), Basic Strategic leadership, Intermediate Financial Management, Basic People Management & Standard Project Management, Advanced Analysis and Critical Judgement, Advanced Client orientation and customer focus, Advanced Stakeholder relations and Basic Networking, Standard Service delivery and innovation and Basic Programme Design and Delivery.
- DUTIES** : Develop and review Red Tape Reduction Action Plans at National, Provincial and Local government spheres. Monitor implementation of Red Tape Reduction Action Plans and provide recommendations for improvement. Conduct business climate assessment inclusive of but not limited to: (Data collection via climate surveys / interviews / report review etc, identify key factors that impact mission readiness and cohesion). Coordinate red tape reduction dialogues across the public and private sector and build trend analysis of key red tape related issues for SMMEs and Cooperatives. Assign duties and responsibilities and manage individual performance within the sub-directorate. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- 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: DD RTR"