

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** : 28 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 only. 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 a technical exercise, 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 39/182** : **CONTROL QUANTITY SURVEYOR TECHNOLOGIST REF NO: CQST**
- SALARY** : R762 816 – R1 383 789 per annum, (OSD)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor of Technology Degree (B-Tech) in Quantity Surveyor or relevant qualification. 6 years post qualification in Quantity Surveying technological / technical experience required. Valid driver's licence. Compulsory registration with SACQSP as a QS Technologist. Have proven technical competencies: Organization and Project management, Quantity Surveyor principles and methodologies, Research and development, Computer-aided QS applications, Knowledge of legal compliance, Financial and commercial acumen, technical report writing, Construction and legal knowledge, technical consulting, Networking, Professional judgment and Accountability.
- DUTIES** : Manage QS technological advisory services: Provide technical know-how to Quantity Surveyors and other professional by providing proper and accurate cost and estimates information, Advise on materials and construction processes, Promote safety standards in line with statutory and regulatory requirements, value completed work and organise payments, solve broadly defined technological challenges through application of proven techniques and procedures, Develop maintain and manage current QS and other technologies, identify and optimize technical solutions by applying QS principles. Monitoring and evaluation of QS technologies: Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology, ensure quality assurance with regards to provision of advice on costs and manage costs on-site and identify and optimise technical and technological solutions by applying QS principles. Manage administrative and related functions: Provide inputs into the budgeting process, Compile and submit reports as required, Provide, and consolidate inputs to the QS technological operational plan, Ensure the development, implementation and maintenance

databases, Ensure the development, implementation and maintenance databases and manage and supervise technological and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures, Research / literature studies on QS technology to improve expertise and liaise with relevant bodies / councils on QS-related matters.

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 recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: CQST"

POST 39/183 : **PROFESSIONAL ARCHITECT REF NO: PROF ARCH**

SALARY : R628 014 per annum, (OSD)

CENTRE : Pretoria

REQUIREMENTS : B Degree in Architecture or relevant qualification. 3 years post qualification architectural experience required. Compulsory registration with SACAP as professional Architect. Valid driver's license. Have proven technical competencies in respect of: Programme and project management, Architectural design and analysis knowledge, Computer-aided architectural applications, Research and development, Knowledge of legal compliance, technical report writing, Creating high performance culture, Networking and Professional judgment.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture, ensure adherence and compliance to legal, safety and health requirements, provide architectural advice and technical support in the evaluation of solutions, ensure the adoption of technical and quality strategies, develop architectural related policies, methods and practices, provide solution on non-compliance and failure of designs, review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel and ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice, Supervise and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice and Administer performance management and development. Office administration and budget planning: Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation, ensure adherence to regulations and procedures for procurement and human resource administration, monitor and control expenditure and Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures, Research / literature studies on architecture to improve expertise and liaise with relevant bodies / councils on architectural-related matters.

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: PROF ARCH"

POST 39/184 : **ACCOUNTING CLERK REF NO: AC**

SALARY : R176 310 per annum (Level 05)

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate. National Diploma or Bachelor's Degree (NQF6/7) in Finance / Accounting/ Auditing as recognised by SAQA and 1-year relevant working experience in Financial Accounting will be an added advantage. Have proven competencies in: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Interpersonal relations, Planning and organising skills, Basic Numeracy and Accuracy.

DUTIES : Render Financial Accounting transactions: Receive invoices, Check invoices for correctness, verification and approval (internal control), Process invoices

(e.g. Capture payments), Collect cash, receive and capture cash payments as well as file all documents. Perform Salary Administration support services inclusive but not limited to: Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). Perform bookkeeping support services: Capture financial transaction, clear suspense accounts, record debtors and creditors, process electronic banking transactions and compile journals.

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 recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: AC"