

## 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** : 18 November 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>.
- ERRATUM: DEPARTMENT OF SMALL BUSINESS DEVELOPMENT:** Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 41 dated 28 October 2022, Deputy Director-General: Sector Policy & Research with Ref No: DDG -SPR and Deputy Director-General: Enterprise Development, Innovation & Entrepreneurship with Ref No: DDG – EDIE, the posts have been withdrawn.

## OTHER POSTS

- POST 42/142** : **HR PRACTITIONER: PM & HRD REF NO: HRP PM&HRD**
- SALARY** : R261 372 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An National Diploma or Degree (NQF6/7) in Human Resource Management / Development / Public Administration / Public Management or related. A minimum of 2 years' experience in Human Resource Management or Development environment. Computer literacy with knowledge and experience of Microsoft office packages. PERSAL Certificates (Introduction Leave and Personnel Administration) would be an added advantage. Possess skills in Project Management, Customer Service, Stakeholder Management, Communication (verbal & Non-Verbal), Problem-solving, Planning, Organising and Technical Proficiency.
- DUTIES** : Facilitate implementation of HR policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as the Performance Management System, Training and Development Programmes, Internal and External Bursaries and/or Scholarships, Recognition of Prior Learning, Workplace Skills Plan and additional training plans and Internship Programme. Develop standardised templates, schedules, and registers to support implementation processes. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy, and training. Implement and maintain systems, processes, and procedures. Facilitate the submission of Agreements / Assessments / Personal Development Plans, the moderation

process, and the PM outcomes process (Improvement Plans / Pay Progression & Cash Awards). Conduct and/or coordinate training interventions. Maintain statistical analysis templates. Develop/maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations, and submissions. Give advice on procedural and technical related matters in respect of human resources development/performance management related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office  
Tel No: 012 394 5286/3097

**NOTE** : Candidates must submit applications to [recruitment2@dsbd.gov.za](mailto:recruitment2@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: HRP PM&HRD"

**POST 42/143** : **HR PRACTITIONER: HRA REF NO: HRP HRA**

**SALARY** : R261 372 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : National Diploma or Degree (NQF6/7) in Human Resource Management / Development / Public Administration / Public Management or related as recognised by SAQA. A minimum of 2 years' experience in Human Resource Management environment. Computer literacy with knowledge and experience of Microsoft office packages. PERSAL training (Introduction/ Leave / Personnel Administration) Possess skills in Project Management, Stakeholder Management, Citizen Service Orientation, Organisational Communication Effectiveness (Verbal and Non -Verbal), Problem-solving, Planning and Organising skills and Technical Proficiency.

**DUTIES** : Facilitate implementation of HR policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as Recruitment and Selection, Appointment / Transfers / Promotions / Terminations, Employee Service Benefits, Leave Administration and in the general HR Administration environment. Develop standardised templates, schedules and registers to support implementation process. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy and training relevant to HR admin environment. Implement and maintain systems, processes and procedures. In terms of Recruitment and Selection Processes: administer application process (collect& screen), Facilitate shortlisting and interview process, take minutes, facilitate the verification process, Draft submissions and compile post files etc. capture appointments / transfers / promotions/ terminations. Implement OSD translations. Implement, advise and safe record keeping of employee service benefits. Implement and update employee benefits such as allowances (GEHS / Role Playing / Sessional / Standby, etc), Overtime, Pension, Medical aid and Resettlement etc. in terms of Leave Administration: capture and update leave applications on PERSAL. Issue, Receive and reconcile applications. Perform leave Audits, retrieve and submit documents for audit requests. Advise, compile and submit PILIR applications to health risk manager. Develop and maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Compile weekly and monthly reports. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations, and submissions. Give advice on procedural and technical related matters in respect of human resources administration related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

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