

## 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** : 25 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 representativity 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 43/90** : **DEPUTY DIRECTOR: SECTOR SPECIFIC SUPPORT: RETAIL REF NO: DD SSSRT**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum  
: Pretoria  
: Undergraduate qualification (NQF7) in Economics / Business Administration / Development Studies or related as recognised by SAQA. 5 years' experience in Economic Development sector with specific focus in Retail environment of which 3 must be at Assistant Director Level. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills, Research and Report writing.
- DUTIES** : Manage the Sub-directorate responsible for the Retail Sector, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and serve on transversal teams when required. Develop, review, promote policy frameworks and strategies to ensure the development, maintenance of a comprehensive and tailor-made ecosystem for the sectors (Primary, Secondary and Tertiary). Identify challenges, gaps, trends regarding the implementation of deliverables of the Masterplan and propose solutions. Benchmark and develop case studies against best practice retail sector strategies, policies and common practices. Design new programmes and mechanisms to accelerate growth, sustainability, and job creation within the sectors. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. 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 recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD: SSSRT"

**POST 43/91** : **DEPUTY DIRECTOR: SECTOR SPECIFIC SUPPORT: MANUFACTURING REF NO: DD: SSSM**

**SALARY** : R744 255 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Undergraduate qualification (NQF7) in Economics / Business Administration / Development Studies or related as recognised by SAQA. 5 years' experience in Economic Development sector with specific focus in Manufacturing environment of which 3 must be at Assistant Director level. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills, Research and Report writing.

**DUTIES** : Manage the Sub-directorate responsible for the Manufacturing Sector, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and serve on transversal teams when required. Develop, review, promote policy frameworks and strategies to ensure the development, maintenance of a comprehensive and tailor-made ecosystem for the sectors (Primary, Secondary and Tertiary). Identify challenges, gaps, trends regarding the implementation of deliverables of the Masterplan and propose solutions. Benchmark and develop case studies against best practice manufacturing sector strategies, policies and common practices. Design new programmes and mechanisms to accelerate growth, sustainability and job creation within the sectors. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. 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: SSSM"

**POST 43/92** : **DEPUTY DIRECTOR: SECTOR SPECIFIC SUPPORT: AGRICULTURE REF NO: DD: SSSAGRIC**

**SALARY** : R744 255 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Undergraduate qualification (NQF7) in Economics / Business Administration / Development Studies or related as recognised by SAQA. 5 years' experience in Economic Development sector with specific focus in the Agriculture environment of which 3 must be at Assistant Director Level. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills, Research and Report writing.

**DUTIES** : Manage the Sub-directorate responsible for the Agriculture Sector, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and serve on transversal teams when required. Develop, review, promote policy frameworks and strategies to ensure the development, maintenance of a comprehensive and tailor-made ecosystem for the sectors (Primary, Secondary and Tertiary). Identify challenges, gaps, trends regarding the implementation of deliverables of the Masterplan and propose solutions. Benchmark and develop case studies against best practice agriculture sector strategies, policies and common practices. Design new programmes and mechanisms to accelerate growth, sustainability and job creation within the sectors. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. 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 recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DD: SSSAGRIC"
- POST 43/93** : **DEPUTY DIRECTOR: SECTOR SPECIFIC SUPPORT: AUTOMOTIVE REF NO: DD: SSSATM**
- SALARY** : R744 255 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Undergraduate qualification (NQF7) in Economics / Business Administration / Development Studies or related as recognised by SAQA. 5 years' experience in Economic Development sector with specific focus in the Automotive environment of which 3 must be at Assistant Director level. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills, Research and Report writing.
- DUTIES** : Manage the Sub-directorate responsible for the Automotive Sector, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and serve on transversal teams when required. Develop, review, promote policy frameworks and strategies to ensure the development, maintenance of a comprehensive and tailor-made ecosystem for the sectors (Primary, Secondary and Tertiary). Identify challenges, gaps, trends regarding the implementation of deliverables of the Masterplan and propose solutions. Benchmark and develop case studies against best practice automotive sector strategies, policies and common practices. Design new programmes and mechanisms to accelerate growth, sustainability and job creation within the sectors. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. 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 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: DD: SSSATM"
- POST 43/94** : **DEPUTY DIRECTOR: DIGITAL BUSINESS SUPPORT REF NO: DD: DBS**
- SALARY** : R744 255 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Computer Science / Digital Business / Information Systems/ Business Management / Business Administration / Entrepreneurship as recognised by SAQA. 5 years' relevant experience in digital solutions / Digital Business / ICT Business Development environment of which 3 years must be at an Assistant Director level. Knowledge of Project Management Methodologies, ICT standards, policies and procedures, Digital Systems, ICT Systems Development processes. Knowledge of business process modelling and re-engineering, business systems analysis, enterprise systems development. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and organising, Customer focus, Project and Change management, Research, Problem solving and analysis and Service Delivery Innovation.
- DUTIES** : Manage the Sub-directorate: Digital Business Support, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and participate in key Digital Governance Structures and stakeholder forums. Provide transversal application management services to small businesses in collaboration with the internal ICT. Develop and maintain an in-depth and working knowledge of broadband networking technologies, services, standards, policies and market

trends in managing and maintaining e-commerce and digital business platform support systems. Identify and analyse trends of e-commerce and digital business to ensure delivery of best-in-class e-commerce content support services. Establish collaborative partnerships and provide technical support during the development of SMMEs in the ICT sector to develop software systems and applications conceptual projects to validate new architectures and solutions. 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 recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., “REF NO: DD: DBS”

**POST 43/95** : **DEPUTY DIRECTOR: DIGITAL HUBS & INCUBATORS SUPPORT REF NO: DD: DH & IS**

**SALARY** : R744 255 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Computer Science / Digital Business / Information Systems/ Business Management / Business Administration / Entrepreneurship as recognised by SAQA. 5 years' relevant experience in digital solutions / Digital Business / ICT Business Development / Incubation environment/ Enterprise development programmes environment of which 3 must be at an Assistant Director level. Training in MS Office packages and Project Management. Have proven competencies: Communication (Verbal and Written), Planning and organising, Customer focus, Project and Change management, Research, Problem solving and analysis and Service Delivery Innovation.

**DUTIES** : Manage the Sub-directorate: Digital Hubs & Incubators support, inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and participating in key stakeholder forums. Develop and build relationships with funding organisations and manage the process of establishing linkages for entrepreneurs. Provide guidance, facilitate innovation and digital skills training for SMMEs in respect of commercialisation and access to digital hubs and incubators. Identify and analyse metrics to keep abreast with current market activities and emerging needs and trends. 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: DH & IS”

**POST 43/96** : **DEPUTY DIRECTOR: SENIOR SOFTWARE ENGINEER REF NO: DD: SSWE**

**SALARY** : R744 255 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Undergraduate Degree (NQF 7) in Software Engineering / Computer Science / Computer Programming and Analysis / Information Systems / Mathematics as recognised by SAQA. Minimum of 5 years' experience within software development utilising varying coding languages. Minimum of 5 years' experience working in any of the following SQL, MySQL and Relational database methodologies. Training in programming languages. Experience in Project Management and Postgraduate degree in Software Engineering/ Computer Science/ Computer Programming and Analysis / Information Systems / Mathematics will be considered an advantage. Have proven competencies: Communication (Verbal and Written), Systems Development Management, Strong leadership (building successful teams), Project Management, Organisational Capability Development, Collaboration, Agile and resilient.

**DUTIES** : Manage the Sub-directorate inclusive of, delivery against the operational plan, allocation of work, managing performance, personnel development, instituting discipline and participating in key stakeholder forums. Manage the

development of software solutions. Conduct operational feasibility by evaluating analysis, problem definition, requirements, solution development and proposed solutions. Manage the project team and operations to ensure integration and completion of related results. Provide strategic direction to the team through knowledge of the business needs and the tools required to manage development practices. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations at relevant committees/ workshops / information sessions. Advise management, lead complex discussions.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on 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: DD: SSWE"

**POST 43/97** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: ASD: MA**

**SALARY** : R382 245 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree (NQF7) in Accounting / Finance or related relevant field as recognised by SAQA. Minimum of 3 years supervisory experience in a Management Accounting environment. Practical experience in Microsoft Excel (Intermediate) and other MS Office packages, BAS & Vulindlela. Post Graduate qualification in Accounting / Finance or related field and Advanced Excel will be added advantage. Knowledge and understanding of PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Budgeting process in government; Ability to work extended hours, when required; A valid driver's license. Have proven skills and competencies: Planning and Organisation; Ability to work under pressure; Good communication, interpersonal relations; Sound analytical, statistical and problem-solving skills; Creativity, innovative, flexible and highly motivated; Ability to work independently as well as with internal and external clients; Strong leadership and management capabilities; Presentation and facilitation skills.

**DUTIES** : Render a budget support service to the Department. Coordinate, review, analyse and quality assure the budget preparation process including MTEF/ENE/AENE. Compile cashflow projections of the Department. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget and cashflow. Compile the IYM report in line with legislative prescripts. Compile inputs for the Interim and Annual Financial Statements. Analysis of the expenditure patterns and identification of incorrect allocations. Assist with the compilation and monitoring of the Demand Management plan of the Department in line with the allocated budget. Confirm funds before expenditure is incurred. Capture Budget and related transactions on BAS. Authorise funds from safety web system. Provide general administrative support to the business unit. Distribute documents with regard to the budget. Communication with Internal and External Stakeholders. Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, templates, schedules, registers, and submissions. Give detailed advice on procedural and technical related matters in respect of policies to ensure compliance with regulations. Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management.

**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: ASD: MA"

**POST 43/98** : **ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: ASD: SA**

**SALARY** : R382 245 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's degree (NQF 7) in Accounting / Finance or related relevant field as recognised by SAQA. Minimum of 3 years supervisory experience in Salaries Administration environment. Practical experience in Microsoft Excel

(Intermediate) and other MS Office packages, BAS & Vulindlela. Post Graduate qualification in Accounting / Finance or related field and Advanced Excel will be added advantage. Knowledge and understanding of PFMA, Treasury Regulations and relevant Government regulations and policies; Knowledge and practical experience of the Basic Accounting System, Ability to work extended hours, when required. Have proven skills and competencies: Communication (Verbal and Written), Analytical and Problem solving, Attention to detail, Customer service orientated, Planning and organising skills and Report writing.

**DUTIES** : Supervise capturing of payroll on the accounting system, quality assure all payroll transactions, and verify information for payroll certification. Authorise reimbursement transactions on the accounting system inclusive of but limited to: Approval of salary payments on PERSAL and BAS, Authorisation of payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) and verification of all HR advice submitted for manual payments, allowances, and deductions to finance for correctness before authorizing on the system. Prepare weekly and monthly BAS /PERSAL reconciliation. Ensure that salary recalls are processed, and interdepartmental claims and receivables are reconciled timeously. Manage performance, conduct and discipline of supervisees, allocate duties and quality control work delivered by supervisees. 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 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: ASD: SA"

**POST 43/99** : **ASSISTANT DIRECTOR: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: ASD: R&LEDC**

**SALARY CENTRE** : R382 245 per annum  
: Pretoria

**REQUIREMENTS** : Undergraduate qualification (NQF7) Public Administration / Business Administration/ Business Management / Development Studies / Economics as recognised by SAQA. 3 years' experience at a Functional Specialist level in Regional and Local Economic Environment. Training in MS Office packages and Advanced Management Development Programme. Have proven competencies: Communication (Verbal and Written), Planning and organising, Analytical Thinking and Problem-Solving, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Service delivery and innovation and Networking.

**DUTIES** : Conduct research aimed at identifying key challenges, needs and trends in Local Economic and Regional Development. Collaborate with relevant stakeholders to ensure alignment and integration of small business development support to enhance support at local and regional. Provide technical and administrative support service during working groups and facilitate implementation of resolutions on unlocking of barriers and management issues. Promote the role of local government in LED and Regional Development in line with the District Development Model (DDM) and other applicable policies and frameworks inclusive but not limited to: strengthening the role of state entity in partnership arrangements, clarifying the role of the private sector in contributing to and participating in partnership-driven initiatives. 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 recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD: R&LEDC"

**POST 43/100** : **TRAVEL COORDINATOR REF NO: TC**

**SALARY** : R261 372 per annum

- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma or Bachelor's Degree (NQF6/7) in Travel and Tourism/ Hospitality Management/ Supply Chain Management / Procurement / Logistics / Purchasing Management as recognised by SAQA. Post Graduate degree /Diploma Travel and Tourism/Hospitality Management/ Supply Chain Management / Procurement / Logistics / Purchasing Management would be added advantage. A minimum of 1-2 years relevant clerical/ administrative experience in Travel and Tourism/Hospitality Management/ Supply Chain Management / Procurement/ Logistics and Purchasing Management Environment. Computer literacy with knowledge and experience of Microsoft office packages. Competencies: Communication (verbal & Non-Verbal), Analytical and Problem-solving, Planning, Organising, Customer service orientated, Reporting and Bookings.
- DUTIES** : Coordinate all travel services inclusive but not limited to: Confirm availability of budget from the unit's requesting bookings, reconcile traveling bookings, track and follow-up on payments. Prepare monthly reports on travel. Maintain proper filing database. Communicate with stakeholders, clients, management & colleagues: travel documents to DSBD employees, interviewees and stakeholders (e.g. Flight ticket, transport voucher/ Accommodation voucher etc). Give advice on procedural and technical related matters in respect of travel policies and procedures to ensure compliance. Prepare information circulars to raise awareness on travel policy and procedures.
- 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](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: TC"s