

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** : 02 December 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 44/199** : **ASSISTANT DIRECTOR: RISK & INTEGRITY MANAGEMENT "REF NO: ASD: R&IM"**
- SALARY CENTRE** : R393 711 per annum
- REQUIREMENTS** : Pretoria
- Relevant tertiary qualification (NQF 7) in Risk Management / Internal Audit / Accounting as recognised by SAQA. Minimum of 3 years relevant experience within a risk management or related environment. Have proven competencies: Communication (verbal and written), Analytical and Problem solving, Attention to detail, Customer service orientated, Planning and organising skills, Honesty and Integrity, Report writing skills.
- DUTIES** : Supervise and implement the risk management framework which includes development and implementation of the risk management plan, a risk management philosophy and culture in the organisation through awareness and capacity building, maintaining stakeholder and client relationships, continuous monitoring and capturing of data and maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate, and advise on the risk management assessment process such as identification, analysis, evaluation, compiling risk profiles and reports. Monitor and review the progress of activities to address risks and revising risk response activities. Supervise employees to ensure an effective risk management service.
- 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&IM"

POST 44/200 : **ASSISTANT DIRECTOR: MARKET ACCESS SUPPORT “REF NO: ASD: MAS”**

SALARY : R393 711 per annum
CENTRE : Pretoria

REQUIREMENTS : Bachelor’s Degree (NQF7) in Economics / Business Management / Development Studies as recognised by SAQA. 3-5 years’ relevant experience at a Functional Specialist level in Supplier Development / Market access/ Value Chain Environment. Have Competencies: Communication (verbal & Non-Verbal), Research, Statistical analysis. Service Delivery Innovation, Client orientation and customer focus.

DUTIES : Identify and conduct research on products, industries, market requirements, market opportunities, value addition and diversification opportunities for SMMEs. Provide advice to SMMEs in respect of market opportunities, marketing information and market linkages. Develop methods and models to link SMMEs to formal domestic markets. Conduct feasibility, viability research studies and identify new business opportunities for SMMEs. Design models and tools (such as clusters) to enhance local production by SMMEs and Implement the localisation policy. 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: ASD MAS”

POST 44/201 : **ASSISTANT DIRECTOR: ENTREPRENEURSHIP “REF NO: ASD ENTREP”**

SALARY : R393 711 per annum
CENTRE : Pretoria

REQUIREMENTS : Undergraduate qualification (NQF7) in Public Administration/ Business Management/Development Studies/ Economics as recognised by SAQA. 3-5 years’ experience at a Functional Specialist level in Entrepreneurship / Enterprise Development or related area. Training in Computer Literacy (MS Office Packages). Have competencies: Communication (Verbal and Written), Analytical and Problem solving, Planning, and organising skills, Interpersonal skills, Client orientation and customer focus, Stakeholder relations and Networking, Service delivery and innovation and Data Collection and analysis, use excel to analyse data and plot graphics.

DUTIES : Conduct research aimed at identifying best practices for programmes, instruments and projects that support innovation and technology development. Conduct comparison studies between the available tools on entrepreneurship and innovation development to assist in selecting the best fit for the South African ecosystem. Analyse, review programme designs models, programmes, instruments, and guidelines for the implementation of entrepreneurship and innovation (e.g. Franchise Fin-tech model) programmes. Coordinate the design and piloting of new and improved entrepreneurship and innovation programmes/projects. Collate, analyse, interpret data, and draft report. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. 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: ASD ENTREP”

POST 44/202 : **BUSINESS ANALYST “REF NO: BSA”**

SALARY : R331 188 per annum
CENTRE : Pretoria

REQUIREMENTS : Undergraduate Degree (NQF 7) in Computer Science as recognised by SAQA. Minimum of 3 years’ experience as a business analyst. Postgraduate degree in Computer Science will be considered an advantage. Have proven competencies: Communication, Business, and Industry Knowledge, Creative,

DUTIES

Analytical and Systems Thinking, Problem-solving and decision making, Research and Software Applications.

: Analyse and evaluate business processes. Conduct research and review up-to-date business processes and IT advancements to modernise systems. Create initiatives in line with the business needs and requirements. Collaborate and communicate with users and stakeholders. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations to committee and audiences/ 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 recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: BSA"