

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** : 09 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 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>

MANAGEMENT ECHELON

- POST 45/177** : **DIRECTOR: LEGAL SERVICES "REF NO: DIR: LS"**
- SALARY** : R1 105 383 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate, Undergraduate qualification (NQF level 7) LLB Degree and any related fields as recognised by SAQA. 5 years relevant experience in the legal environment at a Middle or Senior Managerial level. Masters / Post Graduate Degree / Diploma in Law (admission as an attorney or advocate of the bar council) will be added advantage. Experience in providing legal advice, drafting of legal opinions, and negotiating, scrutinizing, drafting, and editing legal documents and/or contracts. Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation and Mediation, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Promotion of Access to Information Act, Promotion of Administrative Justice Act. Protection of Personal Information Act. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).
- DUTIES** : Manage the development of generic contracting terms for SMMEs (including payment terms). Manage the drafting and amendment of legislation and legal instruments and lead the team in the establishment and management of Ombuds office. Manage drafting and negotiation of agreements inclusive of but not limited to (Negotiate and draft model funding agreements, participate in negotiations for bilateral and multilateral agreements and draft agreements,

- provide advice on the drafting and monitoring of service level agreements, monitor implementation of service level agreements and /or memoranda of understanding and report on implementation thereof and manage the repository of legal agreements. Manage the provision of sound legal advice, opinions, and litigation support to the department. Execute all administrative legal actions to ensure compliance. Manage and ensure effective and efficient utilization of financial, human, physical resources in line with applicable legislation. Communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
- 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: DIR LS"
- POST 45/178** : **DIRECTOR: RISK MANAGEMENT & INTEGRITY MANAGEMENT "REF NO: DIR: R&IM"**
- SALARY** : R1 105 383 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate, Undergraduate qualification (NQF level 7) in Risk Management / Internal Audit/Forensic Audit and any related fields as recognised by SAQA. 5 years relevant experience at a Middle or Senior Managerial level in Risk Management, Forensic Audit, Internal Audit and/or Ethics environment. Knowledge of Public Finance Management Act, treasury regulations, public service regulatory framework, public sector risk management framework. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).
- DUTIES** : Manage the provision of enterprise risk management services. Manage and drive the development and monitoring of implementation of business continuity plan. Manage and facilitate the implementation of code of conduct e.g. remunerative work and gift register and source forensic audit services. Manage efficient and effective internal anti-corruption and fraud prevention systems. Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
- 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: DIR: R&IM"
- POST 45/179** : **DIRECTOR: FINANCIAL ADMINISTRATION "REF NO: DIR: FIN ADMIN"**
- SALARY** : R1 105 383 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate, Undergraduate qualification (NQF level 7) in Finance / Cost Management as recognised by SAQA. 5 years relevant experience at a Middle or Senior Managerial level in Financial Accounting / Financial Administration Environment. Knowledge of applicable legislative and regulatory framework. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).

- DUTIES** : Manage the development and monitor the implementation of financial administration and accounting policies, systems, and process. Manage the provision of salary administration services inclusive but not limited to (certification of payroll and processing of employee costs, advances, claims and transfers). Manage the provision of expenditure and general payment services (financial revenue, expenditure management and accounting, provision of asset liability and debt management services and provision of revenue, collection, sourcing, reconciliation, accounting, and reporting services). Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
- 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: DIR: FIN ADMIN"
- POST 45/180** : **DIRECTOR: SECURITY, FACILITIES MANAGEMENT & AUXILIARY SERVICES "REF NO: DIR: SFM&AS"**
- SALARY** : R1 105 383 per annum
CENTRE : Pretoria
REQUIREMENTS : Senior Certificate, Undergraduate qualification (NQF level 7) in Safety and Security, Risk / Facilities Management/Build Environment/ Property Management and any related fields as recognised by SAQA. 5 years relevant experience in the field of Safety, Physical Security, Security vetting, Building / Facilities or Accommodation Management at a Middle or Senior Managerial level. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).
- DUTIES** : Manage the provision of security and work environment management services. Manage the implementation of security operating measures amongst others but not limited to: Render security services for the department (e.g. access control, key control, etc) and investigations on security breaches. Manage the provision of conducive working environment service in terms of Occupational health and safety act. Manage the provision of facilities management for the department (infrastructure maintenance, refreshment, refectory, cleaning, and transport services). Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
- 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: DIR: SFM&AS"

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- CLOSING DATE** : 09 December 2022 at 16:30 (Late applications will not be considered)
- NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. Shortlisted candidates will be required to submit certified copies of qualifications and other relevant documents to HR on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment.

OTHER POSTS

- POST 45/181** : **ASSISTANT DIRECTOR: TOURIST GUIDING GROWTH AND DEVELOPMENT REF NO: (DT42/2022)**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), excluding service benefits
: Pretoria
: A SAQA recognised Bachelor's degree/ National Diploma in Tourism Management or equivalent (NQF Level 6). Experience at Junior management /Supervisory level. Knowledge of the tourism / tourist guiding sector will be an added advantage. Ability to compile reports; analysis information; conducting research and producing quality work. Excellent communication and presentation skills and the ability to deal with difficult customers. Problem solving skills. Ability to work in a team, Project planning skills. Excellent organisation skills and ability to multi-task. Understanding of the legislative environment (tourism and tourist guiding). Understanding of government environment at all spheres of government. Knowledge of departmental policies and administration processes. Financial and computer literacy. Project management and communication skills. A valid driver's licence will be an added advantage.
- DUTIES** : The successful candidate will be responsible for conducting research on possible gaps and challenges and propose areas for improvement and interventions to address the challenges; developing the consultation framework and implementing and supervising the logistical arrangements to implement the consultation framework; implementing initiatives to grow and develop the tourist guiding sector such as training and capacity building programmes by developing project plans for all proposed interventions; implementing and supervising project deliverables, contracts and procurement processes in line with policies and prescripts; provision of regular reporting for all initiatives pertaining to growth and development of the guiding sector; implementing proper document management processes; identifying tools to be used for the monitoring and tracking of initiatives on a continuous basis. making recommendations on areas for improvement emanating from the tracking exercise; identifying, proposing and co-ordinating stakeholder interventions to improve the growth and development of the guiding sector; ensuring quality and professional interactions with all stakeholders at all times within agreed frameworks and protocols; providing support to the National Registrar in the area of growth and development as outlined in the tourist

guiding legislation including research support and the monitoring of key trends in the sector to have a better understanding of the state of the tourist guiding sector; developing information for briefing notes, reports and submissions; implementing initiatives to capacitate Provincial Registrars of Tourist Guides in areas pertaining to growth and development.

ENQUIRIES : Ms U Pillay Tel No: 012 444 6386
NOTE : EE Requirements: Preference will be given to African Male, Asian Male, and White Male Candidates.

POST 45/182 : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT STRATEGY AND PLANNING REF NO: (DT 43/2022)**

SALARY : R491 403 per annum (Level 10), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised three-year Degree or Diploma (NQF Level 6) in Computer Science/ Information Management or related field. Minimum of 3-5 years' working experience in strategy and policy development environment. Experience in quality assurance of content for various information dissemination platforms. Understanding of database development essential. Working knowledge of Geographical Information Systems (GIS), web technology, mobile technology is an added advantage. Ability to interpret and apply policies, strategies and legislation. Knowledge of tourism and relevant policies. Willingness to travel. Ability to conduct research, gather and analyse information and draft documents. Ability to liaise with and coordinate stakeholder engagements. Ability to work under pressure, individually and in a team. A valid driver's licence.

DUTIES : The successful candidate will be responsible for conducting assessments for the development of the National Tourism Knowledge Agenda; coordinating the implementation activities for the National Tourism Knowledge Agenda; facilitating communities of practice for knowledge sharing and exchange; engaging internal stakeholders on the importance of knowledge management to influence organisational change; identifying sector knowledge management goals and objectives; monitoring, evaluating and reviewing of knowledge management policies and frameworks; enhancing and encouraging two way communication within tourism stakeholders through digital and online platforms; translating user needs into knowledge requirement; coordinating the development of content for tourism and tourism knowledge management systems; capturing and codifying tacit knowledge to facilitate its reuse; coordinating the development of a knowledge base in order to support the tourism sector and departmental programmes, driving content creation for enhancing Tourism Knowledge Systems and other Knowledge Management Tools; coordinating the information management of knowledge repositories to ensure content is up to date and maintained continuously; facilitating content updates of tourism knowledge systems and modules including information sourcing and quality assurance of information; conducting stakeholder needs assessment and analysis to build tourism knowledge base; conducting benchmarking and analysis for the development of Knowledge Management Strategy; coordinating activities for successful implementation of Knowledge Management Strategy; facilitating best practices and approaches to knowledge management; distributing information through different communication channels in line with policy and legal prescripts.

ENQUIRIES : Mr M Lose Tel No: 012 444 6368
NOTE : EE Requirements: Preference will be given to African Male, Coloured Male, and White Male Candidates.

POST 45/183 : **ASSISTANT DIRECTOR: TOURISM AND ENVIRONMENTAL EFFICIENCY REF NO: (DT 44/2022)**

SALARY : R491 403 per annum (Level 10), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised Bachelor's degree or National Diploma (NQF 6/7) in Natural Sciences related to the Environmental Management field. At least 3-5 years' working experience in the environmental management field. Knowledge of the National Climate Change Response White Paper. Knowledge of the National Environmental Management Act and its sectoral legislation Computer skill. Knowledge of the development of Climate mitigation and adaptation measures. An understanding of socio-economic and political dimensions of

DUTIES

Climate Change. Understanding of state protocol, tiers of government and both the NGO and business sector. Good communication skills. Good writing skills. Project Management and Good Communication skill. Good computer literacy. The successful candidate will be required to provide support towards the promotion of Climate Change and Tourism Greening initiatives that encourage the tourism sector to mitigate and adapt to the impacts of Climate Change. Assist to conduct a Baseline Assessment of the Vulnerability and Impact of Climate Change on major Tourism Attractions and Activities. Assist in developing and implementing a tourism resource sufficiency awareness programme. Provide support for Training of youth on tourism resource efficiency assessment methodologies. Assist in the implementation and reporting on the Tourism Environmental Implementation Plan (EIP). Support provincial and local government on tourism and environmental management issues. Assist in creating a database of national and provincial tourism and climate change initiatives, and monitor implementation of initiatives.

ENQUIRIES

: Mr Fhatuwani Muronga Tel No: 012 444 6540

NOTE

: EE Requirements: Preference will be given to Coloured Male, Asian Male and White Male Candidates.