

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** : 10 February 2023 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>.

MANAGEMENT ECHELON

- POST 03/139** : **DEPUTY DIRECTOR-GENERAL: SECTOR POLICY AND RESEARCH REF NO: DDG – SPR**
- SALARY CENTRE REQUIREMENTS** : R1 590 747 per annum (Level 15)
: Pretoria
: A Senior Certificate, an undergraduate qualification (NQF level 7) as recognised by SAQA in Economics / Commerce / Entrepreneurship / Business Administration / Business Management / Social Science (Development Studies) or equivalent and a post graduate qualification (NQF level 8) as recognised by SAQA in Economics / Commerce / Business Leadership / Business Administration. Possess a minimum of 8-10 years of experience at a senior managerial level, 5 of which should be in the Small Enterprise Development sector and evidence of research output and or publications on SMME development or related field. 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>). Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act and the National Development Plan. Demonstrate creative problem solving, critical thinking and strategic thinking in a complex setting, sound decision-making in an agile and ambiguous environment, skilfully communicate with stakeholders from diverse backgrounds and deliver relevant information and display market knowledge and social intelligence.
- DUTIES** : Provide direction and leadership in the establishment of sector policy mechanisms, frameworks and guidelines to promote coherence in the establishment, growth and sustainability of Co-operatives and SMMEs. Lead initiatives that provide for credible business intelligence and inform future paths for the SMME and Co-operatives landscape. Promote evidence-based research services to direct sector thought leadership and monitor and evaluate enterprise competitiveness support programmes and projects. Drive and

advocate for a policy and legislative environment that reduces red tape and regulatory burdens and prioritise ease of doing business for SMMEs and Co-operatives and monitor and evaluate implementation thereof across the 3 spheres of Government. Champion initiatives that will increase the development, participation, competitiveness and sustainability of small-scale manufacturers within key industries. Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the Branch. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/1440

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: DDG - SPR"

POST 03/140 : **DEPUTY DIRECTOR-GENERAL: ENTERPRISE DEVELOPMENT, INNOVATION & ENTREPRENEURSHIP REF NO: DDG - EDIE**

SALARY CENTRE : R1 590 747 per annum (Level 15)
: Pretoria

REQUIREMENTS : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Commerce / Economics / Business Leadership / Business Administration / Social Science (Political Science / Development Studies); or equivalent and a post graduate qualification (NQF level 8) as recognised by SAQA in Economics / Business Leadership / Business Administration / Entrepreneurship / Social Science (Political Science / Development Studies). Possess a minimum of 8-10 years of experience at a senior managerial level, 5 of which should be in the Enterprise / Entrepreneurship Development sector. 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>). Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act, and the National Development Plan. Think on a multi-dimensional level and interchange between creative problem solving, critical thinking and strategic thinking, demonstrate sound decision-making that does not hamper policy implementation in an agile and ambiguous environment, communicate with stakeholders and government decision makers from diverse backgrounds and display market knowledge and social intelligence.

DUTIES : Drive transformation of the economy through policy instruments and advocate for the inclusion of SMMEs and Co-operatives in the mainstream economy. Exercise oversight in the implementation of all initiatives by the DSBD Agencies to ensure integrated business support to SMMEs and Co-operatives. Build strategic partnerships that provides for innovative and an integrated approach in advancing the competitiveness of SMMEs and Co-operatives (single point of entry and District Development Model). Lead and coordinate interventions for the provision of an entrepreneurship development and support service infrastructure by government in general and the Department in particular. Communicate with internal and external stakeholders and lead strategic discussions without compromising the integrity of the Department and that of the Public Service. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/1440

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: DDG - EDIE"

OTHER POSTS

POST 03/141 : **ASSISTANT DIRECTOR: SOCIAL MEDIA SPECIALIST REF NO: ASD: SMS**

SALARY CENTRE : R393 711 per annum
: Pretoria

- REQUIREMENTS** : National Diploma or Degree (NQF6/7) in Journalism, Public Relations, Marketing, Communications or Media Studies or relevant qualification as recognised by SAQA. 3 - 5 years' relevant experience in Journalism, Public Relations, Marketing, Communications or Media environment. Have Competencies: Communication (verbal & Non-Verbal), Analytical and Problem solving, Attention to detail, Customer service, Planning and organising skills, Project Management, Interpersonal skills and Creativity and Innovation.
- DUTIES** : Provide support in respect of the planning, implementation, and evaluation of the Department's activities in an effort to inform stakeholders through social media platforms inclusive but not limited to (Design and implementing a social media strategy through research, platform determination, benchmarking, and audience identification, Research, expand and monitor DSBD's presence on social networks, including Facebook, Twitter, Instagram, LinkedIn and YouTube, Design and implement effective social media campaigns that are consistent with the corporate identity of DSBD, Monitor the Department's social media platforms and manage a high volume of daily social media posts etc). Manage information by analytical tools to monitor and evaluate the company's social media presence and performance, capture, and analyse appropriate social data/metrics, insights and best practices, prepare monthly reports on social media marketing efforts and archive all editorial content and photographs distributed on social media for easy access. 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** : Preference will be given to persons with a disability, youth, Indian females and white males in line with the departments EE plan. 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: SMS"
- POST 03/142** : **WEBMASTER AND LIVESTREAM OPERATOR REF NO: W&LO**
- SALARY** : R331 188 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Degree (NQF6/7) in Multi-Media/Information Management as recognised by SAQA or any related field. Minimum: 3-5 administrative experience in web design. 1 year experience in livestreaming will be considered an added advantage. In depth knowledge of web-based technologies, Internet infrastructure and practices and understanding of analytics and search engine optimization. Training in web design. Have Competencies: Communication (verbal & Non-Verbal), Website design practices, Live streaming, Audio and visual production, Attention to detail and Analytical, and technical problems solving.
- DUTIES** : Conduct research, analyse gaps and present recommendations for the improvement of the website. Manage website inclusive of but not limited to (Providing technical expertise for the website, monitoring, and implementing updates and upgrades for the website, maintain and organise web archive. Prepare live stream for the events of the Department using various online platform i.e., Zoom, Microsoft Teams, Facebook, and YouTube. Monitor sound to ensure excellent live stream experience and quality of production and retrieve videos and audio of livestreamed event/s and post to the website. Track, analyse, and report on web traffic statistics. Review content for effectiveness and compile monthly, quarterly and annual reports for the sub directorate. 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** : Preference will be given to persons with a disability, youth, Indian females and white males in line with the departments EE plan. 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: W&LO"