

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** : 27 March 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>.

OTHER POSTS

- POST 09/157** : **ASSISTANT DIRECTOR: INTERNAL AUDIT "REF NO: ASD IA"**
- SALARY** : R393 711 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF 7) in Auditing/ Accounting as recognised by SAQA. 3-5 years' relevant experience in auditing. Post graduate degree in auditing, accounting, IT Auditing and experience in auditing financial statements or IT Auditing will be an added advantage. Have Competencies: Communication (Written and Verbal), Project Management, Interpersonal skills, Problem-solving, Attention to detail, Planning and Organising skills and Report writing and analytical skills.
- DUTIES** : Supervise and participate in the development of strategic internal audit plans inclusive but not limited to (identify the key risk areas for institution as set out in the strategic plan & risk management strategy, Participate in the development of the three year strategic risk based audit plans and annual audit operational plan) Supervise engagements to assist the accounting officer in maintaining efficient and effective controls by developing proposal to determine the scope of allocated internal audits, collecting analysing and interpreting data for purposes of the development of the engagement work program, Supervising and executing the allocated internal audits. Participate in the administrative activities for the Internal Audit Unit. Review, collect information and compile audit reports, summary of audits results and annual reports for the accounting officer and audit committee. Keep abreast with the new development in the internal audit environment. This would, inter alia entail the following: Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously and engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise, advice and lead supervisees in all aspects of the work. 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 5286/3097/1440

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: IA".

POST 09/158 : **GRAPHIC DESIGNER "REF NO: GRAPH DES"**

SALARY : R331 188 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma or bachelor's degree (NQF6/7) in Communication/ Marketing/ Graphic Design / Visual Arts / Multimedia Design as recognised by SAQA. 3 Years' experience in graphic design. Knowledge of design tools such as Photoshop, InDesign, Illustrator, Dreamweaver / Premiere Pro/ unreal engine/ Articulate storyline 360, Quark, JavaScript will be added advantage. Have Competencies: Communication (verbal & Non-Verbal), Analytical and Problem solving, Attention to detail, Customer service, Planning and organising skills, Project Management, Visual design, Adobe creative suite skills and Creativity and Innovation.

DUTIES : Contribute to the development and implementation of integrated Communication and Marketing plan of DSBD inclusive but not limited to: Use of appropriate colours and layouts for each graphic are visually appealing to ensure compliance with the Corporate Identity of DSBD. Study design briefs and determine requirements. Design graphic communications for print and web inclusive but not limited to: Marketing/communication brochures, direct mail pieces, website and social media graphics, posters, flyers, and other marketing materials as needed. Develop illustrations, logos and other designs using software. Keep up to date technically and apply new knowledge to the position.

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: GRAPH DES"

POST 09/159 : **LANGUAGE SPECIALIST "REF NO: LANG S"**

SALARY : R331 188 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma or bachelor's degree (NQF6/7) in in languages / journalism or equivalent as recognised by SAQA. Minimum of 3 Years' experience in Journalism, Communications or Public Relations or a related area, with an emphasis on performing writing and editing duties for senior managerial/executive personnel. Experience of working with senior members of staff and politicians. Knowledge of current affairs. Training: Computer Literacy (MS Office Packages), Publishing and Editorial services. Have Competencies: Communication (written and verbal), Copy Editing & Writing, Interpersonal skills, Research, Proof reading and translation and Manuscript development.

DUTIES : Provide editorial services to DSBD inclusive but not limited to: (Review and edit internal publications, Edit or translate content such as departmental publications, annual reports, speeches, media statements, opinion pieces, other communication documents, Edit speeches and media statements, Review and edit annual reports, Provide support related to editorial services for portfolio projects and Edit and translate pamphlets and other promotional materials. Review all content for external consumption. Translate government (GCIS) and departmental content according to applicable laws. Performs other writing, editing and translation related duties as required.

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: LANG S"