

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** : 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** : 03 April 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 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 10/127** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT & TRANSFORMATION**
"REF NO: ASD CMT"
- SALARY** : R393 711 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF7) in Public Administration or Management / Development Studies/ Social Sciences/ Human Resource Management / Industrial Psychology or relevant equivalent qualification as recognised by SAQA. Minimum of 3-5 years' relevant experience in Change Management / Transformation / Diversity Management/ Gender Mainstreaming / Disability Management/. Knowledge of Change Management principles and methodologies, Employment Equity Act. Have Competencies: Communication (Written and Verbal), Project Management, Interpersonal skills, Analytical and problem-solving, Change Management, Stakeholder Management, Planning and Organising skills.
- DUTIES** : Provide change management support services inclusive but not limited to: (assist in the development of policies, strategies, implementation plans and reports on change management, and transformation / diversity programmes, implement change management framework, strategy, and interventions in the department, Conduct individual and organisational climate and culture surveys). Facilitate coordination and implementation of Employment Equity plan and diversity management programmes. Coordinate and consolidate development of Job Access Strategic Framework (JASF) and Gender Equality Strategic Framework (GESF) plans and reports and submit to DPSA for compliance. Plan and organise events, programmes and initiated projects i.e. International Women's Day, Women's month and Public Service Women Management Week (PSWMW) and submit report to DPSA for compliance. Coordinate transformation related meetings and provide administrative and secretariat support. 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 Tel No: (012) 394-5286/3097
- APPLICATIONS** : 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 CMT"
- NOTE** : The 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).
- POST 10/128** : **ASSISTANT DIRECTOR: KNOWLEDGE, RECORDS & INFORMATION MANAGEMENT "REF NO: ASD KR&IM"**
- SALARY** : R393 711 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF7) in Information Management / Records Management / Information Science / Library as recognised by SAQA. 3-5 years' relevant experience in Information and Knowledge Management / Records Management related field. Basic Records Management Course. National Archive Certificate will be an added advantage. Extensive knowledge of records management legislation, standard guidelines and processes, PFMA & Treasury regulations. Ability to interpret and implement policies, directives, and related prescripts in Information Management. Have Competencies: Communication (Written and Verbal), Project Management, Interpersonal skills, Problem-solving, Planning and Organising skills and Record keeping and Information Management (electronic & paper based).
- DUTIES** : Assist in management of departmental records in line with Minimum Information Security Standards (MISS) and National Archives Act inclusive of but not limited to:(Ensure that documents are filed and retrieved according to the approved Departmental File Plan. Conduct records management audit, develop registry services standards, Manage the disposal of records in line with National Archives Act, Store, arrange, index and classify electronic and manual records of the Department, Monitor and track utilisation of files from registry). Maintain Departmental Records Management Policy, Procedure Manual and File Plan. Manage postal services for DSBD. 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.
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- APPLICATIONS** : 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 KR&IM"
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- POST 10/129** : **SECURITY OFFICER "REF NO: SO" (X12 POSTS)**
(12 Months Contract)
- SALARY** : R128 166 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Basic Security Officer's course/ Basic Education and Training (NQF level 3)/ Valid PSIRA Certificate. Added advantage: Matric and Valid Grade C PSIRA Certificate. Knowledge of the access control procedures, measures for the control and movement of equipment and Stores. Knowledge of prescribed security procedures (e.g., MISS, Access Control Act, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures. Have Competencies: Communication (Written and Verbal), Good telephone Etiquette and Interpersonal skills, Attention to detail, Customer Service, Surveillance Skills and Honesty & integrity. Be willing to work shifts and extended hours.

- DUTIES** : Perform access control inclusive but not limited to: (Complete or ensure that the admission control register is controlled and issue control documents/ cards as required escort visitors to the relevant employee/venues where required, Identify suspicious conduct and follow up on incidents, etc). Undertake building/premises patrol to identify and check suspicious objects and packages. Monitor and respond to alarm system, Inspect vehicles entering and leaving the premises to ensure that no equipment, stores and assets of the department leave the building/ premises unauthorized. Handle documents at point of entry according to classification and the prescripts and record all incidents in the occurrence book/registers. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency and services department management Operate control room security equipment's inclusive of but not limited to: (monitoring of all movements, events, and activities within the department's premises using CCTV equipment's, monitoring of all access points for effective access control etc).
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : 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., Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: SO"
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- POST 10/130** : **SECURITY OFFICER: SUPERVISOR "REF NO: SOS" (X2 POSTS)**
(12 Months Contract)
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
: Pretoria
: NQF level 4 or 5 (A grade 12 certificate or equivalent). Security certificate (A minimum of 1 year of study) Valid Grade B PSIRA Certificate. 3 years security experience - Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g., MISS, Access Control Act, Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures. Have Competencies: Communication (Written and Verbal), Good telephone Etiquette and Interpersonal skills, Attention to detail, Customer Service and Honesty & integrity and Surveillance Skills. Be willing to work shifts and extended hours.
- DUTIES** : Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies inclusive of but limited to: (Allocating of duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards, Monitoring of access control to prevent unauthorised entry in buildings and other premises, Inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc.). Provide security related services by administering key control system, identifying risks and threats to the security of the department, reporting faulty equipment/systems and conducting preliminary incident investigations and submit reports. Report all incidents and any identified non-compliance relating to security prescripts. Supervise, advice and lead supervisees in all aspects of the work.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : 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., Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: SOS"
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