

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** : 14 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 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 POST

- POST 11/96** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING "REF NO: ASD MA"**
(Re-advertisement)
- SALARY** : R393 711 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF7) in Accounting / Finance, or related relevant field as recognised by SAQA. 3 years relevant supervisory experience in Management Accounting Environment. Post Graduate qualification in Accounting / Finance or related field Advanced Excel will be an added advantage. Broad knowledge of PFMA, Treasury Regulations and Government financial reporting systems. Knowledge of basic financial operating systems (computer Literacy (MS Office Packages) Intermediate specifically in Word and Excel.BAS & Vulindlela). Have proven competencies in communication (Verbal and Written), Problem solving and decision-making, Interpersonal skills, Attention to detail, Planning and organising, Report writing and analytical skills, Database and template compilation, and presentation skills.
- DUTIES** : Render a budget support service to the Department. Coordinate, review, analyse and quality assure the budget preparation process including MTEF/ENE/AENE. Compile cashflow projections of the Department. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget and cashflow. Compile the IYM report in line with legislative prescripts. Compile inputs for the Interim and Annual Financial Statements. Analysis of the expenditure patterns and identification of incorrect allocations. Assist with the compilation and monitoring of the Demand Management plan of the Department in line with the allocated budget. Confirm funds before expenditure is incurred. Capture Budget and related transactions on BAS. Authorise funds from safety web

system. Provide general administrative support to the business unit. Distribute documents with regard to the budget. Communication with Internal and External Stakeholders. Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, templates, schedules, registers, and submissions. Give detailed advice on procedural and technical related matters in respect of policies to ensure compliance with regulations. Establish and maintain appropriate systems and policies to ensure effective and efficient risk management, internal control and resource management.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

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). 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-MA"