

## 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** : 05 May 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. The target group for this advertisement is women. 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 13/55** : **DEPUTY DIRECTOR-GENERAL: INTEGRATED CO-OPERATIVES & MICRO ENTERPRISE DEVELOPMENT REF NO: DDG – ICMED**
- SALARY** : R1 590 747 per annum (Level 15)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Commerce / Entrepreneurship / Economics / Business Management / Business Administration; and Social Science (Development Studies) or equivalent and a post graduate qualification (NQF level 8) as recognised by SAQA in Commerce / Entrepreneurship / Economics / Business Administration or Leadership / Social Science or equivalent. Possess a minimum of 8 - 10 years' experience at a senior managerial level of which 5 should be in Business Operations / Co-operatives and / or SMME 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. Demonstrate sound decision-making that provides for integration and sustainability in an agile and ambiguous environment. Think on a multi-dimensional level that is forward thinking and interchange between levels of problem solving and strategic thinking, critically evaluate development issues and communicate relevant plans to a diverse audience and display market knowledge and social intelligence.
- DUTIES** : Provide direction in the development of informal businesses, micro enterprises and Co-operatives into sustainable enterprises that can provide employment and contribute to economic growth. Build strategic partnerships that promotes greater awareness of DSBD offerings and that supports local and international market linkages and grow market value chains. Drive the development and implementation of SMMEs and Co-operatives through focussed localisation initiatives / programmes. Drive provision of development support to vulnerable

enterprises located in rural and in township areas. Lead activities that support provision of business infrastructure services to small businesses, co-operatives and the informal sector. Communicate with internal and external stakeholders and lead strategic discussions without compromising the integrity of the Department and that of the Public Service. Inform and institutionalise effective, efficient and ethical management of strategic relationships (stakeholder management). 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 Tel No: 012 394 5286/1440
- APPLICATIONS** : Candidates must submit applications to [recruitment1@dsbd.gov.za](mailto:recruitment1@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DDG - ICMED"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. The target group for this advertisement is women.

#### **OTHER POST**

- POST 13/56** : **OFFICER: ETHICS MANAGEMENT "REF NO: O: EM"**

- SALARY** : R331 188 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) in Internal Audit / Risk Management / Ethics/ Human Resource Management/Public Administration/ Governance recognised by SAQA as recognised by SAQA. 3-5 years' experience in Ethics and Integrity Management or Compliance environment. Knowledge relevant legislations related to Ethics and Anti-corruption. Knowledge of financial disclosure system (e-disclosure) and other MS Office packages, Project Management. Membership with Ethics Institute as a Certified Ethics Officer will be an added advantage. Have proven skills and competencies: Communication (verbal and written), Client orientation and customer focus, Interpersonal skills, Conflict Management, Analytical and Problem solving, Planning and organising skills, Project Management, Honesty and Integrity.

- DUTIES** : Coordinate and assist with the implementation of Ethics Strategy, Policies and Programmes in the Department inclusive of but not limited to: ( Financial Disclosure, Gift and hospitality, Remunerative work outside Public Service, and Conflict of interest). Implement financial disclosure in the Department in line with prescribed regulations, Organise risk and ethics committee meetings inclusive of but not limited to: (Risk management activities and Fraud prevention activities). Draft and submit monthly and quarterly reports on all risk and ethics programmes and Coordinate the implementation report on risk and ethics policies. 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 [recruitment3@dsbd.gov.za](mailto:recruitment3@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: O: EM"

- 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).