

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** : 09 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. 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 14/147** : **DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING "REF NO: DD: MA"**
- SALARY** : R766 584 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate and Bachelor's Degree (NQF 7) in Accounting / Finance or related relevant field as recognised by SAQA. 5 years relevant of experience of which 3 years must be at supervisory (ASD) level in Management Accounting Environment. Training in MS Office packages (Word and Excel specifically at Intermediate level), BAS & Vulindlela. Post Graduate qualification in Accounting / Finance or related field and Excel at Advanced level will be added advantage. Broad knowledge of PFMA, Treasury Regulations and Government financial reporting systems. Knowledge of basic financial operating systems (Basic Accounting System (BAS) and Vulindlela). Have proven skills and competencies: Communication (Verbal and Written), Problem Solving and decision making, Interpersonal skills, Attention to detail, Planning and organising and. Report writing and analytical skills.
- DUTIES** : Manage the financial planning, budgeting, and reporting sub directorate inclusive of but not limited to: (Monitor the policy and legislative framework to ensure that cognisance is taken of new developments, develop and maintain policies and processes, monitor cash flow and submit cash flow reports and plans as required, develop and manage the operational plan of the sub-directorate and report on progress as required. Maintain discipline and quality control of work delivered by employees etc). Provide advice and guidance to role players on the use of forecasting methods and tools. Undertake financial planning, budgeting, and reporting work to ensure that information for planning purposes is collected and analysed properly, manage, review, analyse and quality assure the budget

preparation process and coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the roll-over, adjustment estimates (ENE), and virement process to ensure that information on the requirement for role-over requests are disseminated to responsibility and program managers and that all roll-over requests are considered, proposal developed submitted to the CFO for consideration etc.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097

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.ee. "REF NO: DD: MA

POST 14/148 : **LOGISTICS OFFICER "REF NO: LO"**

SALARY : R269 214 per annum

CENTRE : Pretoria

REQUIREMENTS : National Senior Certificate and 3 year tertiary qualification (NQF 6) in Supply Chain / Procurement / Logistics / Purchasing Management or related as recognised by SAQA. 3 years relevant clerical experience in Fleet / Logistics Management environment. Computer Literacy (MS Office Packages). NQF 7 in Supply Chain / Procurement/ Logistics / Purchasing Management, Confidential Security Clearance and Driver's licence and would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), in Planning and Organising, Listening, Problem Solving, Teamwork, attention to detail and reporting.

DUTIES : Implement Tools of Trade and Fleet Management policies and procedures. Provide inputs in the development and review of tools of trade and fleet management policies and procedures. Advise on the implementation of tools of trade and fleet management policies and procedures. Raise awareness on tools and fleet management policies and procedures via workshops and information circulars. Monitor compliance to tools of trade and fleet management policies and prescripts. Perform Fleet Management Services such as managing the utilisation of pool cars; conducting pre-trip and post trip inspections; reconcile kilometres on the cars against the logbook; maintain fleet management records; coordinate maintenance and leasing of cars. Provide Tools of the Trade Management Services such as managing cellular phones, contracts, 3Gs and sim cards; maintain tools of trade management records; track and follow-up on payments. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

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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 recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: LO"