

**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.*

- CLOSING DATE** : 22 May 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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. 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>

**OTHER POSTS**

- POST 15/119** : **DEPUTY DIRECTOR: SMME POLICY & OVERSIGHT "REF NO: DD: SMME P&O"**
- SALARY** : R811 560 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate and Bachelor's degree (NQF level 7) in Economics / Development Studies as recognised by SAQA. Postgraduate qualification in economics will be an added advantage. 5 years' relevant experience in research and policy development environment of which 3 must be at an (Assistant Director) level. Ability to research, analyse and evaluate information, policies, strategies, and standards. Ability to influence and coordinate policy development to align with government objectives. Training in Computer Literacy (MS Office Packages), Policy Development and Research. Have proven skills and competencies: Communication (Verbal and Written), Research, Leadership, Programme & Project Management, Financial Management, Change Management, Client orientation and customer focus, Problem-solving and analysis and Service Delivery Innovation.
- DUTIES** : Manage the Sub-Directorate: SMME Policy & Oversight inclusive of but not limited to: (providing inputs and managing the implementation of the directorate's operational plan, execute and plan the delivery, allocation of work, managing performance, development, and discipline in accordance with relevant employment policies, etc). Develop evidence-based policies, strategies, master plans, frameworks, standards, and codes that will direct and inform the development of entrepreneurs, small enterprises, cooperatives, and the informal sector. Design and/or develop policies, strategies, and interventions for prioritized programmes and sectors in collaboration with the relevant sector development units. Review existing policies, strategies, frameworks, and standards based on local and international best practice and report on the implementation thereof and make recommendations for adjustments if required. Provide policy position papers. 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) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to [recruitment4@dsbd.gov.za](mailto:recruitment4@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: DD: SMME P&O"
- 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 15/120** : **OFFICER: COOPERATIVES BUSINESS SUPPORT "REF NO: OCBS"**
- SALARY** : R359 517 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate and Bachelor's Degree (NQF 7) in Public Administration/ Business Management /Development Studies / Social Sciences / Economics as recognised by SAQA. 2-3 years' relevant work experience in Cooperatives Environment or related area. Computer Literacy (MS Office Packages). Driver's licence would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), Analytical Thinking, Attention to detail, Creative Thinking and Problem Solving, Judgement of Analysis and Standard Project Management.
- DUTIES** : Conduct research on factors impacting on the creation of enabling business environment for Cooperatives. Contribute to the development of policies and strategies and frameworks that will inform the establishment, growth and sustainability of Cooperatives inclusive of but not limited to: (Develop SOPs, Templates and Database maintenance). Contribute to the review of existing programmes, models and mechanisms and provide inputs on the design and pilot of new and improved programmes. 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) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to [recruitment4@dsbd.gov.za](mailto:recruitment4@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF REF NO: OCBS"
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