

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** : 02 June 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. 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>

MANAGEMENT ECHELON

- POST 17/86** : **CHIEF DIRECTOR: VALUE CHAIN & MARKET ACCESS SUPPORT "REF NO: CD - VCMAS"**
- SALARY** : R1 308 051 per annum (Level 14)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in / Business Administration / Economics / Business Economics/ Social Sciences or equivalent. Possess a minimum of 5 years of experience at a senior managerial level within in a value chain support, market access or international relations environment. 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>). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
- DUTIES** : Oversee the development of policies, strategies and interventions that supports access to markets and grows value market chains for SMMEs and Cooperatives. Facilitate and manage an integrated approach that supports domestic and international market access to SMMEs and Co-operatives. Build strategic relationships that increases value chain support services to small businesses and Co-operatives. Leverage opportunities in bilateral and multilateral trade agreements for SMMEs and Cooperatives. Communicate with internal and external stakeholders and provide progress to relevant structures through formal presentation. Provide strategic direction, management and control of the Chief Directorate and ensure effective and efficient administration of finance, human and physical resources.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394- 1440 /3097

APPLICATIONS : 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.e., "REF NO: CD – VCMAS"

OTHER POSTS

POST 17/87 : **DEPUTY DIRECTOR: MARKET ACCESS "REF NO: DD: MARK A"**

SALARY CENTRE REQUIREMENTS : R811 560 per annum
: Pretoria
: Bachelor's degree (NQF level 7) in Business Management/ Commerce / Economics / Development Studies / Market Access related as recognised by SAQA. 5 years' relevant experience in Market Access/ Enterprise environment of which 3 must be at Assistant Director level. Training in Computer Literacy (MS Office Packages), Have proven skills and competencies: Communication (Verbal and Written), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Attention to detail, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation.

DUTIES : Manage the Sub-Directorate: Market Access Support inclusive of but not limited to: (Developing and managing the implementation of directorate's operational plan, execute and plan the delivery, allocation of work, managing performance, development, and discipline, Serve on transversal teams when required etc). Develop and execute market access policies (including localisation), strategy to ensure growth and sustainability of SMMEs and Co-operatives. Design instruments, models for linking SMMEs and Co-operatives to interventions for improving the quality of products and/or services and production capacity for SMMEs and Co-operatives. Analyse market, processing and distribution trends for the identification of opportunities and facilitation of access by SMMEs and Co-operatives. 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 : 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 recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF "REF NO: DD: MARK A"

POST 17/88 : **HR PRACTITIONER: PM & HRD "REF NO: HRP PM&HRD"**

SALARY CENTRE REQUIREMENTS : R294 321 per annum
: Pretoria
: National Diploma (NQF 6) in Human Resource Management / Development / Public Administration / Public Management or related. A minimum of 2 years' experience in Human Resource Management or Development environment. Experience working on PERSAL would be an added advantage. Computer literacy with knowledge and experience of Microsoft office packages. Possess skills in Project Management, Customer Service, Stakeholder Management, Communication (verbal & Non-Verbal), Problem-solving, Planning, Organising and Technical Proficiency.

DUTIES : Facilitate implementation of HR policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as the Performance Management System, Training and Development Programmes, Internal and External Bursaries and/or Scholarships, Recognition of Prior Learning, Workplace Skills Plan and additional training plans and Internship Programme. Develop standardised templates, schedules, and registers to support implementation processes. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy, and training. Implement and

maintain systems, processes, and procedures. Facilitate the submission of Agreements / Assessments / Personal Development Plans, the moderation process, and the PM outcomes process (Improvement Plans / Pay Progression & Cash Awards). Conduct and/or coordinate training interventions. Maintain statistical analysis templates. Develop/maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations, and submissions. Give advice on procedural and technical related matters in respect of human resources development/performance management related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

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APPLICATIONS

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