

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** : 09 June 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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. 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 right 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 18/89** : **DEPUTY DIRECTOR: ENTREPRENEURSHIP (DATA ANALYSIS) "REF NO: DD: ENTREPDA"**
- SALARY** : R811 560 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree (NQF7) in Economics / Business Administration/ Public Administration/ Entrepreneurship / Development Studies as recognised by SAQA with specialisation in Statistics or Data Management Science. 5 years' relevant experience in Entrepreneurship environment of which 3 must be at Assistant Director level. Experience in examining the right types of data, knowledge of tools and methods of analysis. Technical expertise to use various techniques to analyse information. Training in Computer Literacy (MS Office Packages) and proficiency in Excel. Have proven skills and competencies: Communication (Verbal and Written), Programme & Project Management, Client orientation and customer focus, Problem-solving and analysis, Service Delivery Innovation and Data collection, interpretation, and analysis.
- DUTIES** : Manage the Sub-Directorate: inclusive of but not limited to: (Developing and managing the implementation of the directorate's operational plan, execute and plan the delivery, and allocation of work, managing performance, development, and discipline, serve on transversal teams when required etc). Collect data inclusive of but not limited to: Developing data management systems frameworks and reporting tools, identifying data to be analysed, collecting, sorting and verifying data in preparation for analysis etc). Identify areas needed to improve entrepreneurial programmes and provide better support to entrepreneurs. Submit reports on youth owned businesses supported in line with Presidential Youth Employment Intervention (PYEI) to Presidency and DWYPD. 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 recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., “REF NO: DD: ENTREPDA”
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).
- POST 18/90** : **DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS “REF NO: DD: IGR**
- SALARY** : R811 560 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's degree (NQF7) in Public Administration/ Political Science / Development Studies or related field as recognised by SAQA. 5 years' relevant experience in intergovernmental relations preferably in public sector environment of which 3 must be at Assistant Director level. Training in Computer Literacy (MS Office Packages). A certificate in Project Management would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), Problem-Solving and analysis, Planning and Organising Skills, Interpersonal skills, Stakeholder relations, Negotiation skills, Policy analysis and development, Diplomacy and Project and Programme Management.
- DUTIES** : Manage the Sub-Directorate: Intergovernmental Relations inclusive of but not limited to: (Developing and managing the implementation of the 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 strategies, policies, procedure manual, guidelines, and program for DSBD. Conduct analysis of regulatory, administrative, and legislative impediments and recommend review. Coordinate the department's participation in structures to advance the DSBD's legislative mandate with national, provincial, and local governments and cooperative decision-making on SMME development across the 3 spheres of government. Monitor compliance with the resolutions of cooperative structures on SMME development across all spheres of government (National, Provincial and Local Government). Provide reports on the status of SMME support across all spheres of government (National, Provincial and Local Government). 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** : SCandidates 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 NO: DD: IGR”
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).
- POST 18/91** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PERFORMANCE MANAGEMENT & DEVELOPMENT “REF NO: ASD: HRPM&D”**
- SALARY** : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) in Human Resource Management /Development / Social Science/ Industrial or Psychology / Public Management as recognised by SAQA. 3-5 years' work experience in Human Resource Development / Performance Management environment. Skills Development Facilitator and PERSAL (Introduction to PERSAL) certificate would be considered an added advantage. Training in MS Office packages (MS Word, MS Excel, and Powerpoint Presentations). Have competencies in: Service Delivery Innovation, Communication (verbal and written), Problem-solving, Customer Orientation, Research, Planning and organising, Statistical Analysis and Interpersonal.
- DUTIES** : Assist with the development, review and implementation of performance management and human resources development policies and guidelines. Coordinate the implementation of the Performance Management Development

System and participate in an advisory capacity in departmental / moderation committee meetings. Coordinate/facilitate/develop/implement / administration of induction programmes and development programmes (i.e., training, bursaries, internships, and leadership, RPL, etc.) in the department. Assist in the development and implementation of the workplace skills plan. Conduct research and recommendations for implementation in respect of all PM&HRD (including other related HRM) areas. Manage the performance, training, and development of officials and maintain discipline. 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 recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e “REF NO: ASD: HRPM&D”

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POST 18/92 : **ASSISTANT DIRECTOR: BLENDED FINANCE “REF NO: ASD: BLENDED FIN”**

SALARY CENTRE : R424 104 per annum
: Pretoria

REQUIREMENTS : A Bachelor’s Degree (NQF 7) in Development Finance / Economics / Financial Accounting / Corporate Finance / Business Leadership / Business Administration as recognised by SAQA. 3-5 years’ relevant experience within a Development Finance / Economics / Financial Accounting / Corporate Finance environment. Computer training in MS Office packages. Have competencies: Communication (verbal and written), Project Management, Stakeholder Engagement, Client orientation and customer focus, Problem solving and analysis and Service Delivery Innovation.

DUTIES : Conduct research and feasibility studies to identify best practices for programmes, instruments and initiatives that supports SMMEs and Cooperatives including but not limited to: Access to finance and Business models. Assist to design blended financial support programmes and mechanisms that will support SMMEs and Co-operatives. Assist with development of policies, frameworks and guidelines that give direction on business viability for SMMEs (ERRP support). Assist SMMEs and Co-operatives with access to business support (finance and non-financial) across Government and the Private Sector and with drafting of business plans during contracting with big business. Coordinate partnership funding interventions through SEFA which include but is not limited to: Evaluation of funding applications and claims, Identification of gaps, risks and recommend possible solutions). Communicate with internal and external stakeholders and deliver presentations during workshops and information sessions. Collect information from role players and compile reports.

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 recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. REF NO: ASD: BLENDED FIN”

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