

## 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** : 19 June 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 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 19/67** : **DEPUTY DIRECTOR: CLUSTER PROGRAMME SUPPORT REF NO: DD CPS**
- SALARY** : R811 560 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors Degree (NQF level 7) in Economics / Entrepreneurship/ Development Studies or Business Management as recognised by SAQA. 6-10 years' relevant experience of which 3 must be at a supervisory level within the value chain analysis and clusters environment. Knowledge of Programme Management will be an added advantage. Training in MS Office packages. Have proven competencies: Communication (verbal and written), Programme and Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis and Service Delivery Innovation.
- DUTIES** : Manage the delivery against the sub- directorate's operational plan inclusive of but not limited to: (allocation of work, managing performance, personnel development, and instituting discipline). Provide Cluster Programme Development support inclusive of but not limited to: (Provide support for the development of clusters for each product or industry as identified in the localisation framework, monitor that non-financial and financial support, as well as market linkages and other types of support, are provided to the cluster members and Mobilise funding and appointment of the cluster manager). Analyse the entire value chain to determine the possibility of SMMEs entering the industry and becoming meaningful participants. Provide secretariat services to the Technical and Adjudication Committees. 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
- 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). 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 CPS

**POST 19/68** : **DEPUTY DIRECTOR: SECURITY MANAGEMENT "REF NO: DD: SEC MA"**

**SALARY** : R811 560 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree (NQF 7) in Security Management. Minimum of 5 years experience in Security and Vetting of which 3 years must be at an Assistant Director level. Broad knowledge and understanding of the functional areas of Security Vetting and Security Management. Computer Literacy (MS Office packages) and Safety and Security training. Have proven skills and competencies: Good Communication (Verbal, Written and Presentation) and interpersonal skills. Advanced planning and organising skills with the ability to listen and evaluate situations objectively. Strong policy formulation and implementation skills.

**DUTIES** : Develop policy, promote compliance and manage implementation thereof which includes policies, strategies, procedures, processes and risk management within vetting, safety and security. Manage the execution of security vetting, screening processes of companies and proper administration of vetting applications. Conduct security threat and risk assessments as per the MISS and MPSS, draft recommendations and conduct security planning meetings. Draft annual action and business plans, coordinate the provision of access cards and ensure all classified information is stored in line with security requirements. Conduct investigations, compile reports on findings, report incidents (including suspected incidents) of security breaches and losses of departmental property, provide recommendations and liaise with SSA / SAPS. Liaise with internal and external stakeholders, which includes providing advice, conducting formal presentations, drafting letters, submissions, reports, awareness sessions, etc.

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

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**POST 19/69** : **ASSISTANT DIRECTOR: VALUE CHAIN SUPPORT "REF NO: ASD: VCS"**

**SALARY** : R424 104 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelors Degree (NQF 7) in Economics / Public Administration/ Development Studies or Business Management as recognised by SAQA. 3-5 years' relevant experience at a Functional Specialist level in value chain analysis environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme & Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis and Service Delivery Innovation.

**DUTIES** : Conduct research to establish the theory of supply and demand, match demand and put plan into action. Conduct gap analysis (capabilities of small businesses) to produce products demanded by the market and map out stakeholders that can work together to build the capability of SMMEs to manufacture products locally. Provide technical support to improve the quality of products for SMMEs. Identify imported products with a view to unlocking opportunities and develop a coordinated import replacement plan. 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

**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). 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: VCS"

- POST 19/70** : **JOB ANALYST REF NO: JA"**
- SALARY** : R359 517 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF 6) in Behavioural or Social Sciences (e.g. Industrial Psychology) / Management Sciences as recognised by SAQA. Organisational Design / Work Study / Production Management or related qualifications will be considered an added advantage. Minimum of 2-3 years' relevant experience in Organisational Design and Work Study or related. Training in Microsoft Office packages, Business Process Mapping and Visio, Job Evaluation and PERSAL Establishment would be considered an added advantage. Competencies in: Communication (verbal & Non-Verbal), Creative Thinking, Decision Making, Problem Analysis, Attention to detail and Planning and organising skills.
- DUTIES** : Conduct organisational design investigations. Develop job descriptions. Conduct Job Evaluation inclusive of but not limited to identifying and prioritising jobs to be evaluated, job evaluation interviews, and grading of jobs. Conduct posts audit and update post information on PERSAL in line with structure changes. Provide support to the JE panel and serve as a secretariat. Provide general administrative support service to the organisational design business unit. 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
- 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). 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.e. REF NO: JA"
- POST 19/71** : **OFFICER: ENTITY OVERSIGHT "REF NO: O EO"(X2 POSTS)**
- SALARY** : R359 517 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree (NQF 7) in Accounting / Finance/ Economics or relevant related qualification as recognised by SAQA. Minimum of 2-3 years' experience in a Financial Management environment. Basic knowledge and insight into the Public Finance Management Act and Treasury Regulations. Post Graduate qualification in Accounting / Finance / Economics or relevant related qualifications would be considered an added advantage. Computer Literacy (MS Office Packages). Have competencies in Communication (Verbal and Written), Content analysis, Planning and organising, Interpersonal & Problem Solving, Teamwork, Basic numeracy and Accuracy.
- DUTIES** : Render a budget support service to public entities inclusive of but not limited to (obtaining funding requests from public entities, requesting performance reports from public entities, preparing quarterly and annual analysis reports, facilitate the evaluation of strategic and annual performance plans, facilitating development and finalisation of shareholder compacts, coordinating the transfer of funds to public entities, assist with the analysis of the expenditure patterns and report on deviations against projections and budget, confirm funds before the transfer of funds occurs etc). Perform general administrative functions, including performing secretariat services. Distribute budget documents. Maintain database and file documents according to the departmental approved filing system. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.
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Tel No: (012) 394-5286/43097
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preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e “REF NO: O:EO”

**POST 19/72** : **PRACTITIONER: TRANSFORMATION & CHANGE MANAGEMENT REF NO: P T & CM**

**SALARY** : R294 321 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF 6) in Management Sciences / Social Sciences / Behavioural Science as recognised by SAQA. Qualifications with major subjects in Change Management and Transformation would be considered an added advantage. Minimum of 2 years' relevant experience in any of the following areas: Change Management / Transformation / Diversity Management/ Gender Mainstreaming / Disability Management. Knowledge of legislative prescripts that guide the transformation. Microsoft Office packages. Competencies in: Communication (verbal & Non-Verbal), Analytical and Problem-solving, Change Management, Stakeholder Management, Planning and organising skills and Interpersonal skills.

**DUTIES** : Facilitate implementation of transformation and change management policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as Internal Transformation Action Plans. Implement and maintain systems, processes and procedures. Assist in the development of the DSBD Job Access and Gender Equality strategic plans and reports. Provide support during the implementation of JASF and GESF strategic plans and diversity management programmes. Develop and maintain databases. Maintain hard copy and electronic filing systems. Safekeeping of records. Provide logistical support services by arranging meetings, venues, and refreshments. Arrange for initiated events i.e. International Women's Day and serve as secretariat on Change Management meetings. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.

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Tel No: (012) 394-5286/43097

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