

THE 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** : 14 July 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>.
ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular 20 dated 09 June 2023:- Deputy Director: Entrepreneurship Development "Ref No: ED", Deputy Director: International Relations "Ref No: DD IR", Assistant Director: International Relations Ref No: ASD IR"(X3 POSTS), Assistant Director: Business Infrastructure Ref No: ASDB INFRA" IR" (X3 POSTS), Assistant Director: Sector Specific Support (Secondary Sector) "Ref No ASD SSS SEC"(X3 POSTS), Officer: Entrepreneurship Development "Ref No: O ENTREP D" and Officer: Entrepreneurship (Data Management) "Ref No: O ENTREP DM", the posts have been withdrawn.

OTHER POST

- POST 22/218** : **ASD: INFORMAL & MICRO BUSINESS SUPPORT REF NO: ASD IMBS (2 POSTS)**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate, Bachelor's degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics as recognised by SAQA. 3-5 years' experience at a Functional Specialist level in informal sector and micro business support environment Have competencies: Problem Solving, Planning and Organising, Analytical Thinking, Interpersonal Skills, Client Orientation and Customer Focus, Stakeholder Relations, Service Delivery and Innovation and Networking. Be computer literate in MS Office Packages and possess a valid driver's licence.
- DUTIES** : Conduct research aimed at identifying best practices for programmes, instruments and projects that support Informal and Micro Business. Conduct comparison studies between the available tools on Informal and Micro Business development to assist in selecting the best fit for the South African ecosystem. Analyse existing programmes, designs, models, mechanisms, instruments and guidelines to keep abreast with latest models and mechanisms to ensure that informal and micro businesses remain competitive.

Coordinate piloting of new and improved programmes in respect of livelihood support. Communicate with internal and external stakeholders through basic to complex correspondence such as response letters, emails, status reports, presentations, memos, submissions and give advice on procedural and technical related matters in respect of policies, procedures and strategies to ensure compliance. Coordinate workshops/ information sessions.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

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 women 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. ASD IMBS