

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** : 28 July 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>

OTHER POSTS

- POST 24/100** : **DEPUTY DIRECTOR: DESIGNATED GROUPS AND PRIORITY SECTORS REF NO: DD DG&PS**
- SALARY** : R811 560 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Senior Certificate, Bachelor's Degree (NQF level 7) in Public Administration/ Public Management/Business Management/ Social/ Human Science as recognised by SAQA. 5 years relevant experience in monitoring & evaluation of which 3 must be at the Supervisory level. Experience in planning, monitoring, and reporting will be an added advantage. Broad knowledge of public policy priorities and legislative and policy frameworks, international treaties, and other prescripts applicable to youth, gender, and persons with disabilities. Understanding monitoring and evaluation frameworks, strategies, and approaches. Training in MS Office packages and Project Management. A valid driver's licence is required. Have proven competencies: Problem-Solving and analysis, Communication (verbal and written), Planning and Organising Skills, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills and Report writing skills.
- DUTIES** : Manage the delivery against the sub- directorate's operational plan inclusive of but not limited to: (allocation of work, managing performance, personnel development, instituting discipline and represent the department at various foras to report on performance against the designated groups). Undertake mid-term and end term assessments of the department's performance and progress towards achievements of its set five-year targets of the designated groups. Analyse Departmental Annual Performance Plan to ensure that vulnerable groups targets are defined, incorporated, and submit reports to the management teams. Develop and monitor implementation of corrective action plans where performance is below target related to women, youth, and people with disabilities. Monitor departmental units' and or programmes' contribution and performance on youth, women, and persons with disabilities. Compile and

submit monthly and quarterly analysis reports on the overall performance of targeted groups and ensure timeous dissemination of reports to the various fora's i.e. Department of Women, Portfolio Committees and other governance structures when required. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions to share and present M&E outputs (findings). Participate in the identification of stakeholders' needs and maintain relations etc

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 DG&PS"

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 women will receive preference (as per the DSBD EE Plan

POST 24/101 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING & RECRUITMENT REF NO: ASD HRP&R**

SALARY : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : National Senior Certificate, Bachelor's Degree (NQF level 7) in Behavioural Science (Industrial Psychology)/ Human Resource Management or Public Management/ Administration / Organisational Psychology or related as recognised by SAQA. Minimum of 3-5 years' relevant experience in Human Resource Planning and Recruitment. Training in Ms Office Packages. Driver's Licence would be considered an added advantage. Have competencies in: Communication (verbal and written), Project Management, Stakeholder Management, Problem Solving and Analysis, Attention to detail and Planning and organising skills.

DUTIES : Provide Human Resource Planning services inclusive of but not limited to: Assessing current HR capacity with respect to the skills and abilities of the current staff, forecasting the demand and supply of human resources for the DSBD based on the internal and external factors, conducting gap analysis based on where the DSBD needs to be versus where it is currently in terms of number of staff, skills, and competencies etc. Provide Recruitment and Selection services in respect of drafting and placing of adverts, coordinating shortlisting, interview processes and taking minutes during interviews. Manage verification checks (criminal record checks) and reference checks. Manage HR information (coordinate human capital management compliance reporting, maintain HR information, dashboard information service and statistics). Supervise employees, manage performance, conduct, and discipline, provide on-the-job job training, and facilitate training and development of supervisees etc. 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 HRP&R"

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 women will receive preference (as per the DSBD EE Plan).

POST 24/102 : **OFFICER: SECTOR-WIDE M&E "REF NO: SWME"**

SALARY : R359 157 per annum
CENTRE : Pretoria
REQUIREMENTS : National Senior Certificate, Bachelors Degree (NQF 7) in Public Administration/ Business Management / Social Sciences / Economics or related as recognised by SAQA. 2-3 years experience in Monitoring & Evaluation / Research / Economic and Statistical analysis. Training on Monitoring and Evaluation and Policy Development. Computer literacy and a Driver's licence would be an added advantage. Have proven skills and competencies: Communication

(Verbal and Written), Problem-Solving Skills, Planning and Organising Skills, Analytical Thinking, Interpersonal skills and Client orientation and customer focus.

DUTIES

: Provide administrative support inclusive of but not limited to: providing support for monitoring and evaluation of business unit including co-ordination of engagements (Meetings and workshops), providing secretarial support to the Monitoring and evaluation projects and Evaluations Steering Committee meetings including preparation of the agenda and minutes taking. Identify and gather literature content for monitoring and evaluation studies inclusive of but not limited to international studies, policies, and research outcomes and this includes information for the development of Terms of Reference (ToRs) and project concept notes. Prepare data analysis, interpretation, and draft reports in the required format (e.g. Ms Word and PowerPoint). Prepare data collection tools and testing of instruments (surveys and questionnaires). Provide support in the identification of the topics to be covered (informed by the approved DSBD M&E Framework and or DSBD evaluation 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

APPLICATIONS

: 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: O SWME"

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 women will receive preference (as per the DSBD EE Plan).