

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** : 15 September 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>.

OTHER POSTS

- POST 31/85** : **ASSISTANT DIRECTOR: RED TAPE REDUCTION REF NO: ASD: RTR (4 POSTS)**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors Degree (NQF7) in Economics / Public Administration/ Developmental Studies/ Social Science / Business Management as recognised by SAQA. Minimum of 3 years' relevant experience within the business regulatory environment (Impact Assessment). Knowledge of the following will be considered an added advantage: legal and institutional arrangements governing the South Africa public sector and private, modern systems of governance, understanding of the concept of red tape and its reduction and Regulatory Impact Assessments and similar tools and Knowledge of Business processing Improvements / Research methods. Training in Microsoft packages, Project Management and Advanced Management Development Programme. Valid drivers licence. Have proven competencies: Communication (verbal and written), Programme and Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation and Stakeholder relations.
- DUTIES** : Coordinate stakeholder engagements meetings, roadshows and workshops, awareness sessions to highlight the significance of reducing regulatory burden of doing business for entrepreneurs and SMMEs. Analyse legislative instruments, frameworks and provide position papers in respect of identifying hindrances to Entrepreneurs and SMMEs establishment and growth. Identify blockages and inhibitors to economic growth, development and develop mechanisms, tools, programmes that supports the ease of doing business. Coordinate and facilitate resolving of identified hindrances and regulatory restraints to Entrepreneurs and SMMEs establishment and growth. Communication 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 on 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 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.ee. "REF NO: ASD: RTR"
- POST 31/86** : **OFFICER: RED TAPE REDUCTION REF NO: O: RTR (3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum per annum
: Pretoria
: Bachelors Degree (NQF7) in Economics / Public Administration/ Developmental Studies/ Social Science / Business Management as recognised by SAQA. Minimum of 2 years administrative experience in stakeholder consultation environment with specific focus on communication techniques. Training in MS packages, Policy development and Project Management. Have proven competencies: Communication (written and verbal), Interpersonal skills, Attention to detail and Problem Solving, Project Management, Stakeholder Engagement, Service delivery and innovation, Networking, Programme Design and Delivery and Client orientation and customer focus.
- DUTIES** : Conduct impacting factors in support of policy or programme development includes of but not limited to: Desktop research, literature review and primary research (research design, survey design, data collection and analysis) Liaise with stakeholders across government to share best practices and collect status updates on red rape reduction initiatives. Provide support and contribute to the development of mechanisms, tools, programmes or improvement of concepts, theories and operational methods for Entrepreneurs and SMMEs inclusive of but not limited to: Development of SOPs, templates, database maintenance etc. Conduct performance monitoring inspections to determine compliance. Communication with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Provide general administrative and logistical support to the business unit in respect of minute taking during stakeholder meetings, logistical support during events / workshops / meetings and procurement of goods and services (catering, venues, etc).
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