

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

- APPLICATIONS** : Applications can be submitted via email to: recruitment3@dsbd.gov.za 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** : 26 January 2024
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form; a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, reference checks. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top-Secret security vetting to determine the suitability of a person for employment. The successful candidate will be required to enter into an employment contract of five years and a performance agreement with the Minister for Small Business Development within 3 months of appointment, as well as completing a financial interests 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>. NB: We invite suitable candidates to apply for the position of Director General of the Department of Small Business Development (DSBD). the DSBD is responsible for the promotion and development of entrepreneurship, Small, Micro and Medium Enterprises (SMMEs) and Co-operatives, and to ensure an enabling legislative and policy environment to support their growth and sustainability. The Director-General as the Accounting Officer will join a leadership team responsible for implementing an integrated approach across the DSBD and reporting entities for the coordination, integration and mobilisation of efforts and resources towards the creation of an enabling environment for the growth and sustainability of small businesses and co-operatives and ensure a transformed and inclusive economy driven by sustainable, innovative SMMEs and Co-operatives. The work of the DSBD is driven through 4 branch programmes, 2 entities, and 6 pieces of legislation, covering a substantial part of South Africa's economic policy landscape. As Director-General, you will also participate in the work of the Forum of South African Directors-General and various Government clusters.

MANAGEMENT ECHELON

- POST 01/20** : **DIRECTOR-GENERAL REF NO: DG-ODG**
(5 Year Contract)
- SALARY** : R2 158 533 per annum (Level 16), All-inclusive salary package and 10% non-pensionable HoD Allowance.
- CENTRE** : Pretoria
- REQUIREMENTS** : Qualifications: An appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. 8 -10 years of relevant experience at the senior management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. Demonstrated leadership in the development of policies and high-level policy implementation skills. Insight into the South African and global economy. Deep knowledge of relevant Government legislation, policies and priorities. Be conversant with the structure and operation of the Public Sector. Good interpersonal, problem-solving, teamwork and networking skills. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty

(<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Knowledge and Experience: Knowledge of the Constitution, Public Service Act, 1994, Public Administration Management Act, 2014, Public Finance Management Act, 1999, and the National Development Plan. Experience in executive management and possess strong leadership and strategic management capabilities. He/she must also have experience in monitoring and evaluation of government policies as well as a thorough understanding of government policy and administrative processes. He/ she must have strong organizational abilities, good writing skills, good interpersonal skills, and be computer literate.

DUTIES

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Serve as the accounting officer of the department in line with the Public Finance Management Act (PFMA). Coordinate and organise the resources of the Department and its agencies to implement the National Development Plan (NDP) and Medium-Term Strategic Framework (MTSF) priorities pertaining to Small Business Development. Provide strategic leadership, support services and management of the department through providing strategic vision and direction, leading the formulation, execution, monitoring and evaluation of the strategic and annual operational plans. Strengthen the department's governance, compliance and organizational capacity to deliver on its mandate; which entails ensuring that the department has the appropriate organizational structure to deliver on its plans, has the required systems to track, monitor and report on its performance to the Minister and other oversight structures and control points including the Audit and Risk Committee, Parliament, etc. Profile and market the programmes of the department and create a conducive environment to achieve higher levels of employee performance and engagement; to enable their ability to develop and coordinate Small, Medium and Micro-sized Enterprises (SMME) development interventions geared towards an inclusive economy and general economic growth. To ensure an enabling legislative and policy environment to support SMME's growth and sustainability. Oversee transversal support within the eco-system to provide a conducive environment for SMMEs. Drive economic transformation through integrated informal business, Co-operatives, and Micro Enterprise Development. Oversee the promotion of an ecosystem that encourages an integrated approach that enhances entrepreneurship and innovation during the establishment, growth and sustainability of SMMEs. Manage the development and delivery of the response to the needs of SMMEs and Co-operatives, informed by credible research, strategic diagnosis and the monitoring and evaluation thereof. Provide strategic and administrative support to the Minister in carrying out their responsibilities and mandate of the department. Coordinate the contribution of the agencies of the department towards the vision, goals and objectives of government with respect to SMME development and support.

ENQUIRIES

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The recruitment office on Tel No: (071) 440 5511