

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.

OTHER POSTS

POST 04/11 : **DEPUTY DIRECTOR: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: DD: R&LEDC**

SALARY : R811 560 per annum

CENTRE : Pretoria

REQUIREMENTS : Undergraduate qualification (NQF7) in Development Studies / Accounting Sciences / Agriculture & Environmental Sciences / Economic & Management Sciences / Human Sciences / Science / Public Administration / Engineering & Technology as recognised by SAQA. 6 years experience of which 3 must be at a supervisor (Assistant Director) level within the Regional and Local Economic Development Environment. Knowledge of the Local Government sector and applicable legislation/s. Valid drivers license. Have proven competencies: Communication (Verbal and Written), Programme & Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation, Stakeholder Relations, Planning and Organising Skills.

DUTIES : Develop policies, strategies, plans (including project plans) and programmes that will enhance the competitiveness of regional and local economies. Collaborate with districts and municipalities during the implementation of small business portfolio programmes, which includes, amongst others: Managing priority projects and stakeholder relations. Provide technical support to provinces and municipalities in the implementation of economic development strategies. Manage the operations and resources of the sub-directorate in line with relevant prescripts. 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 applications2@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: "DD: R&LEDC"

CLOSING DATE : 16 February 2024 at 16h00. Applications received after the closing date will not be considered.

POST 04/12 : **ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT – BID ADMINISTRATION**

SALARY : R424 104 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree (NQF7) in Supply Chain Management /Procurement/Public Management/ Financial Management / Contract Management / Purchasing Management or related as recognised by SAQA. 3 years related experience in supply chain management (demand and acquisition and bid administration) environment on supervisory level. Have proven competencies: Communication (verbal and written), Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Contract Management and Attention to detail.

DUTIES : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement, and maintain supplier database. Coordinate (synergise), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the National Treasury. Communicate with stakeholders (Written and verbal) and give detailed advice on procedural and technical related matters in respect of Supply Chain Management (Demand and Acquisition and Bid Administration) policies and procedures to ensure compliance. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office 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 representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan. Candidates must submit applications to applications3@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO ASD: D&E AMBA"

CLOSING DATE : 16 February 2024 at 16h00. Applications received after the closing date will not be considered.