

## 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 05/02** : **ASSISTANT DIRECTOR: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: ASD: R&LEDC (X4 POSTS)**
- SALARY** : R424 104 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. 3 years' experience at a Functional Specialist level in a Regional and Local Economic Development Environment. Valid driver's license. Have proven competencies: Communication (Verbal and Written), Planning and organising, Analytical Thinking and Problem-Solving, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Service delivery and innovation, Networking, and Project Management.
- DUTIES** : Review research aimed at identifying key challenges, needs, and trends in Local Economic and Regional Development. Collaborate with relevant stakeholders to ensure alignment and integration of small business development support to enhance support at local and regional. Provide technical and administrative support service during working groups and facilitate implementation of resolutions on unlocking of barriers and management issues. Promote the role of local government in LED and Regional Development in line with the District Development Model (DDM) and other applicable policies and frameworks inclusive of but not limited to: (strengthening the role of state entities in partnership arrangements, clarifying the role of the private sector in contributing to and participating in partnership-driven initiatives). 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 applications4@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: "REF NO: ASD: R&LEDC"
- 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.
- CLOSING DATE** : 23 February 2024 at 16h00. Applications received after the closing date will not be considered.
- POST 05/03** : **OFFICER: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: ORLEDC (X3 POSTS)**
- SALARY** : R359 157 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Undergraduate qualification (NQF 7) Business Commerce and Management Studies / Physics, Mathematics and Computer Sciences / Human and Social Studies / Communication Studies / Manufacturing and Engineering Technology/ Law / Agriculture and related fields as recognised by SAQA. 3 years of administrative experience in Economic, Regional & Local Government environment / small business development environment. Training in MS Office Packages. Valid driver's license. Have proven skills and competencies: Communication (Verbal and Written), Data analysis and collection, Attention to detail and Problem-Solving, Project Management (Basic), Stakeholder Engagement and Service delivery and innovation.
- DUTIES** : Conduct research on the competitive advancement of small businesses and cooperatives inclusive of but not limited to Desktop research and primary research (research design, survey design, data collection, and analysis), gather any information related to regional and local economic development that will support the development and growth of SMMEs and Cooperatives, etc. Contribute to the development of policies and strategies that will develop, enhance, and implement development programmes towards improved Regional and Local Economic Development inclusive of but not limited to Developing SOPs, Templates, and Database maintenance repository of knowledge and information on local government and matters relating to the area of specialisation). Assist in the provision of access to business support (fin and non-financial) for SMMEs and Cooperatives across the Government. Conduct/ Assist with monitoring and draft progress reports on implementation across assigned areas. 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). 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 applications5@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. “REF NO: O RLEDC”

**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.

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