

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. 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: ASD SSS PRM"
- CLOSING DATE** : 15 March 2024 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 a technical exercise, 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 POST

- POST 08/03** : **ASSISTANT DIRECTOR: SECTOR SPECIFIC SUPPORT (PRIMARY SECTOR) "REF NO: ASD SSS PRM"**
- SALARY** : R424 104 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Public Administration / Business Management / Development Studies / Economics as recognised by SAQA. 3-5 years' experience at a Functional Specialist level in Economic Development and Project Management sector in either one of the following sectors: Mining / Agriculture / Fisheries/ Forestry/ Environmental Management environment. Training in MS Office Packages, Advanced Management Development Programme and Project Management. A valid driver's licence is required. Postgraduate qualification in Public Administration/ Business Administration/ Economics / Development Studies would be an added advantage. Have competencies in: Communication (verbal and written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations and Networking, Service Delivery Innovation, Basic Policy Development, Technical and business analysis and Small Business feasibility and viability assessments.
- DUTIES** : Conduct research aimed at: identifying best practices for the development of policies and strategies for sector development specific value chain (Primary Sector) in respect of Mining/ Agriculture / Fisheries / Forestry / Environmental Management etc, conducting comparative studies between the available tools, policies, strategies, and programmes on the development of the sector master plan and programmes to assist in selecting the best fit for the South African Small Enterprise ecosystem. Draft policy and strategy implementation guidelines for sector development (Primary - Mining, Agriculture, Fisheries, Forestry, Environmental Management etc). Analyse, review programme designs models, programmes, instruments and guidelines for access to business infrastructure and Business Development Services support. Coordinate the piloting of new and improved sector development programmes and assist in other areas within the primary sector as and when required. Implement norms and standards, identify weaknesses, gaps in service delivery and implement innovative solutions to improve service delivery. 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 on Tel No: (012) 394-5286/43097
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