

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** : 06 May 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 (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 POST

- POST 13/11** : **OFFICER: FUNDING SUPPORT "REF NO: O FS"**
- SALARY** : R359 157 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF 7) in Accounting Sciences / Agriculture & Environmental Sciences / Economic & Management Sciences / Business Administration / Human Resources Management as recognised by SAQA. 1-2 years in Development Finance/ Economic / SMME Development / Corporate Finance environment. Training in MS Office Packages. Valid driver's licence. Have proven skills and competencies: Communication (Verbal and Written), Data collection, Analytical and Problem Solving, Project Management (Basic), Customer service and Planning and organising skills.
- DUTIES** : Provide logistical and secretariat support in the collaboration with mandate owners (Agencies / National Departments / Private Sector) in respect of funding opportunities. Participate in the design and development of programmes and systems for SMMEs and Coops inclusive of but not limited to: Data collection, conduct climate surveys, etc. Provide support with the implementation of priority programmes (through agencies, partnerships) (TREP) and internal DSBD support programmes by: Requesting and collating performance reports from entities, analyse and draft quarterly reports on entities performance, assisting with conducting post disbursement site visits on ad-hoc basis 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/ 1440
- 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 the DSBD EE Plan will receive preference. Candidates must submit applications to applications@kgadi.co.za and quote

the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O FS"