

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 must 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 and PDF.
- CLOSING DATE** : 24 January 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applicants 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 POSTS

- POST 01/59** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS: BILATERAL AND MULTILATERAL AGREEMENTS REF NO: DD IRB&MA**
- SALARY** : R849 702 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies or equivalent / related qualification as recognised by SAQA. 3 years relevant experience in International Relations / Intergovernmental Relations / International Market Access Support at a supervisory / managerial (ASD) level. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Implement the Department of Small Business Development's international relations strategy and policy framework. Coordinate bilateral and multilateral agreement processes, inclusive of but not limited to: identifying opportunities for SMMEs and Co-operatives in bilateral and multilateral agreements, coordinating DSBD's bilateral and multilateral agreement negotiations aimed at supporting SMMEs and Co-operatives development, coordinating the implementation of DSBD bilateral and multilateral agreements etc. Engage with High Commission, Embassies and identify areas of collaboration for the DSBD portfolio and facilitate stakeholder engagement and collaboration sessions to establish working relationships and oversee implementation of MOU's etc. 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 / Facilitate / Conduct formal presentations.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

- APPLICATIONS** : Candidates must submit applications to recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: DD IRB&MA"
- 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).
- POST 01/60** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS BILATERAL AND MULTILATERAL AGREEMENTS REF NO: ASD IRBMA**
- SALARY** : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies or equivalent/related qualification as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework. Provide technical support in DSBD's bilateral and multilateral agreements negotiations aimed at supporting SMMEs and Co-operatives development, includes but not limited to: keeping abreast of current economic and geopolitical developments, conducting research on current developments that impact on bilateral relations and multilateral engagements aimed at supporting SMMEs and Co-operatives development, identifying economic trends and developments in multilateral organisations etc. Coordinate and maintain relationships with various stakeholders within the International Relations fora, respond to multilateral and bilateral enquires from partner organisations and maintain bilateral and multilateral agreements database. Monitor, evaluate international trends (socio-economic and political) and advise on their impact on the department international relations strategy. 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
- APPLICATIONS** : Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e REF NO: ASD IRBMA"
- 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).
- POST 01/61** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS INTERNATIONAL COOPERATION REF NO: ASD IRIC**
- SALARY** : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies or equivalent/related qualification as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages, Excel skills for business, including advanced formula techniques, data cleaning and preparation, and spreadsheet design and documentation. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework. Provide technical support towards implementation of international cooperation partners

(donor organisations) assistance inclusive of but not limited to: ensuring compliance of programmes to SA Government policy, plans and actions, identifying and exploring areas of duplication of effort in support provided, using statistics to assess, comprehend and analyse international policies, concerns, and legislation, conducting desktop research on current developments that may impact partnerships and international cooperation aimed at supporting SMMEs and Co-operatives development etc. Coordinate ongoing/regular engagements with international cooperating partners. Liaise and keep abreast of developments within the official development assistance (ODA) environment. 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
- APPLICATIONS** : Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ASD IRIC"
- 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).

POST 01/62 : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS – MARKET OPPORTUNITIES REF NO: ASD IRMO**

- SALARY** : R444 036 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies or equivalent/related qualification as recognised by SAQA. 3 years' relevant experience in International Relations / Intergovernmental Relations / International Market Access Support Environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Client orientation and customer focus, Change Management, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.

- DUTIES** : Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework. Provide international market access support services to benefit SMMEs and Cooperatives inclusive of but not limited to: providing technical support towards outward missions. Identify export development stakeholders, coordinate, and maintain relationships with various stakeholders within the Value Chain & Market Support as it relates to market opportunities, respond to enquiries from stakeholders (outward investment agencies and institutions) etc. Assess international trends (socio-economic and geopolitical) and advise and report on their impact on the department's international relations strategy. 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
- APPLICATIONS** : Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e "REF NO: ASD IRMO"
- 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).

POST 01/63 : **ASSISTANT DIRECTOR: BUSINESS INFRASTRUCTURE REF NO: ASD B INFRA (X3 POSTS)**

- SALARY** : R444 036 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Economics / Commerce / Project Management / Property Development / Business Development or equivalent / related qualification as recognised by SAQA. 3 years' relevant experience in Business Administration/ Infrastructure/ Development Finance /Project

Management / Construction/ Property Development / Commercial Property environment. Postgraduate qualification in Project Management will be an added advantage. Training in MS Office packages and Project Management A valid driver's licence is required. Have competencies in: Communication (verbal and written), Programme and Project Management, Financial Management Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation.

DUTIES : Conduct research aimed at identifying and accessing existing business infrastructure, inclusive of but not limited to: conducting investigations on zoning and communicate findings to management to conduct proper viability studies, conducting investigations on current/old state-owned property and buildings for potential repurposing and for occupation by small businesses. this includes property owned by state-owned enterprises etc. Assist with the review and analysis of existing models and infrastructure support plans for small enterprises, inclusive of coordinating the development, implementation, and assessment of such plans. Support various mechanisms aimed at improving access to business infrastructure by small businesses, inclusive of but not limited to (shared infrastructure, repurposed containers, pop-up markets, rehabilitation and occupancy certificates, refurbishment, and development). Conduct due diligence for new projects and interface with all stakeholders. Manage database in respect of: state-owned properties, lease agreements 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 on Tel No: (012) 394-5286/43097

APPLICATIONS : Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e "REF NO: ASD B INFRA

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).

POST 01/64 : **OFFICER: INTERNATIONAL RELATIONS REF NO: OIRS**

SALARY : R376 413 per annum

CENTRE : Pretoria

REQUIREMENTS : National Diploma (NQF 6) in International Relations / Political Science /Business Management / Development Studies or equivalent/related qualification as recognised by SAQA. 1 year work experience at an administrative level in the regional/international cooperation field working on SMME issues. In-depth understanding of South Africa's foreign policy. Good knowledge of international politics/diplomacy/ Knowledge of regional and global SMMEs and Cooperatives economic issues. Training in MS Office Packages, Protocol and Project Management. A valid driver's licence and confidential security clearance will be considered an added advantage. Have competencies in: Basic Communication (Verbal and Written), Basic Policy Development, Basic Policy Analysis and Application, Basic Coordination and Facilitation, Basic Creative Thinking, Basic Stakeholder Management, Basic Report Writing, Basic Programme and Project Management and Basic Research and Statistical Analysis.

DUTIES : Coordinate information requests from SMMEs and Cooperatives and emerging exporters and stakeholders (public and private) regarding international relations matters and other developmental interventions and follow-up on progress. Gather relevant information into the development of country profiles. Conduct desktop research and statistical analysis on South Africa's trade and diplomatic position in relation with other countries. Track progress on the implementation of action plans as outlined on the back to office reports (BTORs). Coordinate stakeholder engagements locally and international. Maintain database of an international donor, multilateral and bilateral agreements with SMME elements, of the programmes implemented in the unit and in all spheres of government. Provide general administrative support service to the business unit inclusive of but not limited to: Minutes taking, reporting writing 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 on Tel No: (012) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: OIRS"
- 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).