

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** : 21 February 2025 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. 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 05/77** : **RISK AND ETHICS MANAGEMENT COMMITTEE MEMBERS REF NO: DSBD – REMC” (X2 POSTS)**
- SALARY** : Risk and Ethics Management committee members shall be appointed as independent contractors and not as employees of the Department. Compensation of members appointed from outside the public services is guided by the audit committee fees policy and is determined at an hourly tariff based on SAICA/AG tariffs per annum. The term of office for Risk and Ethics committee members shall be determined by the Director- General. There is a minimum of four meetings held per financial year.
- CENTRE REQUIREMENTS** : Tshwane
Applicants must be in possession of a post graduate qualification in the field of Accounting, Internal Auditing, Risk Management, Financial Management, Information Technology. Experience: Applicants must have more than 5 years' experience gained from Internal Audit, Risk Management, Information Technology, Strategy Development, Performance monitoring and evaluation, Legal and ethics management. A proven record of service or membership of one of the following Committees: Audit Committee, Risk Management Committee, but not a political office bearer. Preference will be given to applicants who are serving as professionals. Applicants may not be in the employment of the Department of Small Business Development and must have no business or personal relationship with the Department. Knowledge of the PFMA and the Treasury Regulations, and other relevant legislation/policies.
- DUTIES** : Risk and Ethics Management Committee will carry out its responsibilities as legislated by the Public Finance Management Act and Treasury Regulations and operate according to its approved charter. The Committee will meet at least four times per year. The Risk and Ethics Management Committee will fulfil its oversight responsibilities to ensure that the Department maintains effective, efficient, and transparent systems of financial, risk management, governance, internal control and ethics management. The committee will review the effectiveness of the Risk and ethics Management activities and provide direction on areas of improvement. The Risk and ethics Management

Committee will also ensure compliance with legislation and assist the Accounting Officer in the effective execution of his/her responsibilities by reporting and making recommendations to the Accounting Officer and the departmental Audit and Risk Committee. The roles and responsibilities of the Risk and Ethics Management Committee are clearly defined in the approved Departmental Charter of the Committee.

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 representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). 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.ee. "REF NO: DSBD - ERMC". Note: In terms of section 77 of the Public Financial Management Act (PFMA), the Department of Small Business Development is recruiting qualified interested persons to serve as members of its Risk and Ethics Management Committee.