

THE 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 recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e REF NO: O: BF
- CLOSING DATE** : 24 October 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. 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 presentively 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 37/61** : **BLENDED FINANCE "REF NO: O: BF"**
- SALARY** : R397 116 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) in Development Finance / Economics / Financial Accounting / Corporate Finance / Business Leadership / Business Administration / Administration / Public Administration / Social Sciences or equivalent / related as recognised by SAQA. Minimum of 1 year experience in Development Finance / Economics / Financial Accounting / Corporate Finance environment. Training in MS packages and valid driver's licence. Have proven competencies: Communication (written and verbal), Project and Programme Administration, Client Orientation and Customer Focus, Analytical and Problem Solving, Financial acumen, Service Delivery Innovation, Teamwork and Collaboration.
- DUTIES** : Conduct desktop research on blended finance initiatives to support MSME growth. Collect and analyse data to inform access to finance strategies. Support the development of policies, frameworks, SOPs, and templates guiding MSME funding interventions. Coordinate responses to MSME and cooperative enquiries related to financial and non-financial support. Facilitate internal and external stakeholder engagements and maintain communication channels. Provide administrative and logistical support for the directorate inclusive of but not limited to: drafting of correspondences, submissions presentations, reports, and logistical support during events, workshops, meetings, minute-taking and record keeping.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

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