

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 November 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 POSTS

- POST 41/145** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS BILATERAL AND MULTILATERAL AGREEMENTS REF NO: ASD IRBMA**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related 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** : Support the implementation of the DSBD's International Relations Strategy and Policy Framework. Provide Bilateral and Multilateral Agreements support by providing technical support during the negotiation, drafting, and review of bilateral and multilateral agreements and Memoranda of Understanding (MoUs), identifying emerging trends and opportunities in regional, continental, and global platforms that benefit MSMEs and Cooperatives, develop and maintain monitoring tools to track progress, obligations, and outcomes of implemented agreements etc. Provide technical support in DSBD's bilateral and multilateral agreements negotiations aimed at supporting MSMEs 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 MSMEs and Co-operatives development, identifying economic trends and developments in multilateral organisations, participating in bilateral and multilateral agreements areas of collaboration negotiations etc.

	Identify stakeholders in government, international organisations, development agencies and diplomatic institutions, coordinate and maintain strategic relationships with stakeholders to facilitate the implementation of agreements and maintain an updated database of bilateral and multilateral agreements and cooperation projects. Monitor and analyse international political, economic, and trade developments with implications for DSBD programmes. Provide advisory reports on risks, opportunities, and strategic positioning for MSMEs and Cooperatives in global markets. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
<u>ENQUIRIES</u>	: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>NOTE</u>	: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to Recruitment4@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., REF NO: ASD IRBMA"
<u>POST 41/146</u>	: <u>ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS – MARKET OPPORTUNITIES REF NO: ASD IRMO</u>
<u>SALARY</u>	: R468 459 per annum
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related 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.
<u>DUTIES</u>	: Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework, inclusive of, by not limited to: supporting the implementation of the Department's international relations and market access strategy and aligning programme activities with bilateral and multilateral trade agreements and policy frameworks. Coordinate Market Access Programmes by providing technical and logistical support for outward trade missions, export promotion activities, exhibitions, and B2B engagements, identifying appropriate international fairs, exhibitions and trade platforms informed by market intelligence and identifying and securing partnerships with export councils, development agencies, foreign missions, private sector and funding institutions for joint implementation of market access initiatives etc. Identify export development stakeholders, coordinate and maintain relationships with various stakeholders within the Value Chain & Market Support as it relates to market opportunities and respond to enquiries from international trade and investment partners, agencies, export bodies and business support institutions etc. Conduct research and analysis on socio-economic and geopolitical trends affecting international trade opportunities for MSMEs and Cooperatives, establish partnerships with reputable institutions (trade commissions, embassies, export councils, research bodies) to source up-to-date market intelligence and produce market intelligence reports, sector briefs, and advisory notes to inform departmental decision-making. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
<u>ENQUIRIES</u>	: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>NOTE</u>	: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to Recruitment8@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., "REF NO: ASD IRMO".

<u>POST 41/147</u>	:	<u>ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS- INTERNATIONAL COOPERATION REF NO: ASD IRIC</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Bachelor's Degree (NQF level 7) in International Relations / Economics / Development Studies / Social Sciences / BCom International Trade / Administration / Political Studies or equivalent / related 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.
<u>DUTIES</u>	:	Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework, inclusive of but no limited to supporting alignment of programmes and initiatives with South African government policies, plans, and priorities and conducting research and analysis of international policies, socio-economic trends, geopolitical developments, and legislation that may impact the Department's international cooperation strategies. Provide technical support towards the implementation of international cooperation partners (donor organisations) assistance by coordinating and facilitating the development of agreements, conducting research on current developments that impact international cooperation, facilitating reporting in line with Government and donor organisation requirements, conducting desktop research on current developments that may impact partnerships and international cooperation aimed at supporting MSMEs and Co-operatives development etc. Coordinate regular engagements with international partners to strengthen collaboration, develop and maintain a comprehensive database of stakeholders, programmes, and projects. Liaise and stay informed on developments within the Official Development Assistance (ODA) environment. Communicate with stakeholders, clients, management & colleagues: Written, Verbal, and formal presentations/workshops/information sessions.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097
<u>NOTE</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to Recruitment3@dsbd.gov.za and quote the reference number for the above-mentioned position on the subject line (email) when applying, i.e., "REF NO: ASD IRIC"