

ANNEXURE N

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

<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	06 February 2026 at 16h00. Applications received after the closing date will not be considered.
<u>NOTE</u>	:	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. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right 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 .

MANAGEMENT ECHELON

<u>POST 02/92</u>	:	<u>CHIEF DIRECTOR: SECTOR SPECIFIC SUPPORT “REF NO: CD – SSS”</u>
<u>SALARY</u>	:	R1 494 900 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate and an undergraduate qualification (NQF level 7) in Economics / Development Studies / Public Administration / Social Sciences or equivalent / related as recognised by SAQA. Possess a minimum of 5 years of experience at a senior managerial level within the Enterprise Development / Supplier Development / Project Management / Program related to sector-specific programs environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	:	Provide leadership in respect of managing support provided and influence the inclusiveness for entry and growth of MSMEs in prioritized and designated sectors/industries (i.e., primary, secondary and tertiary). Develop and implement systems for monitoring the effectiveness of sector-specific programs and projects. Oversee the development of policies, strategies and interventions and manage the alignment of sector skills plans to sector-wide MSME development plans. Lead, manage the coordination and implementation of sector master plans for prioritised sectors in collaboration with District Development Model (DDM) and report on implementation and support provided across assigned areas. Lead responses to sector-related economic shocks and unexpected challenges, ensuring continuity and effective problem resolution. Provide strategic direction, management and control of the Chief Directorate and ensure effective and efficient administration of finance, human and physical resources. Communicate with internal and external

stakeholders and provide progress to relevant structures through formal engagements and periodic reports.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097

APPLICATIONS

: 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 abovementioned position on the subject line (email) when applying, i.e., "REF NO: CD - SSS"

OTHER POSTS

POST 02/93

: **ASSISTANT DIRECTOR: BUSINESS INFRASTRUCTURE "REF NO: ASD B INFRA" (X3 POSTS)**

SALARY

: R468 459 per annum

CENTRE

: Pretoria

REQUIREMENTS

: Bachelor's Degree (NQF level 7) in Economics / Commerce / Project Management / Property Development / Business Development or equivalent / related as recognised by SAQA. 3 years' relevant experience in Business Administration/ Infrastructure/ Development Finance /Project Management / Construction/ Property Development / Commercial Property environment. Post-graduate 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 and coordinate research to identify, assess, and map available and potential business infrastructure assets across public and private sectors. Analyse zoning regulations, land-use frameworks, and spatial development plans to guide investment and utilisation decisions. Contribute to the design, rollout, and continuous improvement of the Business Infrastructure Support (BIS) Model, ensuring integration with complementary enterprise support mechanisms such as equipment provision, shared utilities, and alternative energy solutions. Assist with directorate project conceptualisation, implementation and monitoring of infrastructure support programmes and the drafting of reports pertaining to business infrastructure project execution. Liaise with property owners to ensure that property leases, zoning certificates, and related permits are current and compliant with relevant regulations. Conduct due diligence for new projects and interface with all stakeholders. Provide technical advice to management on emerging trends and innovations in business infrastructure and enterprise support. Contribute to policy research and benchmarking exercises that inform programme refinement and integration into broader MSME support frameworks. Develop and maintain comprehensive databases of infrastructure assets, inclusive of but not limited to: state-owned properties and private sector facilities, refurbished, repurposed or share-use 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 Tel No: (012) 394-5286/3097

APPLICATIONS

: The Department of Small Business Development is committed to the pursuit of diversity and redress. 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 B INFRA"

POST 02/94

: **ASSISTANT DIRECTOR: MSME POLICY AND OVERSIGHT "REF NO: ASD: MSP&O"**

SALARY

: R468 459 per annum

CENTRE

: Pretoria

REQUIREMENTS

: An undergraduate qualification (NQF 7) in Business Management or Economics / or equivalent / related as recognised by SAQA. Candidates holding a Bachelor's Degree (NQF Level 7) specifically in Economics as recognised by SAQA will be given preference. 3 years' experience at a

	Functional Specialist level in policy development or enterprise development environment. Training in MS Office packages and Valid drivers' licence. Have proven competencies: Communication (verbal and written), Problem Solving Skills, Planning and Organising Skills, Advanced Analytical Thinking, Interpersonal skills, Advanced Client orientation and customer focus, Advanced Stakeholder relations, Standard Service delivery and innovation and Basic Networking.
<u>DUTIES</u>	Conduct research inclusive of but not limited to: Identifying best practices for the development of policies and strategies for small businesses, Comparison studies between the available policies and strategies on the development of small businesses to assist in selecting the best fit for the South African ecosystem. Collate information for gap analysis and prepare reports, Collate and maintain a reliable database on sector policies, strategies, masterplans and programmes. Develop implementation guidelines for the small business development policies and strategy. Provide Policy and Programme advisory service to potential and existing customers. Coordinate piloting of new and improved small business development programmes. Liaise with key stakeholders on sector policy and strategies for the promotion and development of small businesses. Coordinate policy discussion meetings with other departments (national and Provincial), local municipalities, private sector and international organisations, etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions etc.
<u>ENQUIRIES</u>	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	The Department of Small Business Development is committed to the pursuit of diversity and redress. 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: MSP&O"
<u>POST 02/95</u>	<u>SENIOR EVENTS COORDINATOR REF NO: SEC</u>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Pretoria
<u>REQUIREMENTS</u>	National Diploma (NQF level 6) in Communication / Marketing / Journalism / Public Relations or equivalent / related as recognised by SAQA. An Advanced Diploma in Management (NQF level 7) as recognised by SAQA within the same categories will be advantageous. Possess a minimum of 1 year of experience in Coordinating Events / Marketing Outreach. Display proven competencies in public relations and protocol, Events Coordination, Communication (Verbal and Written), Client focus, Analytical skills, Problem-solving skills, Computer literacy, Planning, and Organising Skills.
<u>DUTIES</u>	Event Planning and Execution: Develop and manage comprehensive event plans, including timelines, budgets, and logistics for various events such as conferences, seminars, trade shows, and corporate functions. Coordinate all aspects of event logistics including venue selection, catering, transportation, accommodations, and technical requirements. Oversee on-site event management, ensuring all aspects of the event run smoothly and addressing any issues that arise promptly. Events team leadership and Coordination: Lead the support staff during planned events. Provide guidance and support. Delegate tasks effectively and manage workflows to ensure deadlines and event goals are met. Event Admin, Marketing, and Promotion: Develop event budgets, ensuring cost-effective solutions and adherence to financial constraints. Track expenses, process invoices, and provide detailed financial reports post-event. Coordinate marketing and promotional activities to maximize event attendance and visibility, including social media, email campaigns, and print materials. Develop event collateral and oversee design, production, and distribution. Events Management: Conduct research to stay abreast with industry trends and event ideas from other brands nationwide. Update the corporate events calendar in line with DSBD objectives. Track the execution of the events management plans against timelines for deliverables. Identify event risks and propose risk-mitigating measures to management for approval. Implement solution – crisis management at events. Act as a "brand ambassador" at events including negotiating with sponsors, and event producers and interacting with the general public. Conduct Post-Event Evaluation: Post-Event Evaluation: Conduct post-event evaluations to assess

outcomes, gather feedback, and identify areas for improvement. Prepare and present detailed reports on event performance and recommendations for future events. Communicate with internal, external, and colleagues: Draft general correspondence such as response letters, emails, status reports, presentations, memos, and submissions. Coordinate events/workshops/information sessions. Conduct formal presentations at external and internal departmental events.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097

APPLICATIONS

: The Department of Small Business Development is committed to the pursuit of diversity and redress. 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:SEC"