

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

- CLOSING DATE** : 13 March 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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. 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>.

OTHER POSTS

- POST 07/67** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS: BILATERAL AND MULTILATERAL AGREEMENTS REF NO: DD IR B&MA**
- SALARY** : R896 436 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : 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 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 MSMEs and Co-operatives in bilateral and multilateral agreements, coordinating DSBD's bilateral and multilateral agreement negotiations aimed at supporting MSMEs and Co-operatives development, coordinating the implementation of DSBD bilateral and multilateral agreements etc. Engage with High Commission, Embassies, foreign missions and international organisations to identify areas of collaboration to the DSBD mandate, facilitate stakeholder engagement sessions to establish partnerships and oversee implementation of MOU's and agreements. 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) 394-5286/3097

- 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: DD IRB&MA"
- POST 07/68** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: ASD IA**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF 7) in Auditing / Accounting or equivalent / related as recognised by SAQA. Minimum of 3 years' experience in auditing. Post graduate degree in auditing, accounting, IT Auditing and experience in auditing financial statements or IT Auditing will be an added advantage. Have Competencies: Communication (Written and Verbal), Project Management, Interpersonal skills, Problem-solving, Attention to detail, Planning and Organising skills and Report writing and analytical skills.
- DUTIES** : Supervise and participate in the development of strategic internal audit plans inclusive but not limited to (identify the key risk areas for institution as set out in the strategic plan & risk management strategy, Participate in the development of the three year strategic risk based audit plans and annual audit operational plan) Supervise and execute engagements to assist the accounting officer in maintaining efficient and effective controls by developing proposal to determine the scope of allocated internal audits, collecting analysing and interpreting data for purposes of the development of the engagement work program, Supervising and executing the allocated internal audits. Participate in the administrative activities for the Internal Audit Unit. Review, collect information and compile audit reports, summary of audits results and annual reports for the accounting officer and audit committee. Keep abreast with the new developments in the internal audit environment. This would, inter alia entail the following: Monitor and study the relevant industry, legislative, standards changes and policy frameworks continuously and engage in continuous professional development activities relevant (tools and techniques) as required/prescribed. Supervise, advice and lead supervisees in all aspects of the work. 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) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: ASD IA"