

**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*

- CLOSING DATE** : 10 July 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 POST**

- POST 22/267** : **SECRETARIAT- EXECUTIVE STRUCTURES "REF NO: SES"**
- SALARY** : R280 278 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) in Public Administration, Office Administration /Management, Business Administration, or a related field, as recognised by SAQA. 4 years of administrative experience in the public / private sector environment, preferably working with Top Management. A postgraduate qualification in a related field will be an added advantage. Computer literacy (MS Office Packages and Microsoft Teams). Have proven competencies: Basic understanding of governance and public-sector committee processes, Strong administrative and organisational skills, Excellent verbal and written communication skills, including minute-taking, Attention to detail and ability to manage and file information accurately, Advanced data capturing and reporting skills (e.g. Excel or similar tools), Ability to handle work confidentially and professionally, Time management and ability to meet deadlines.
- DUTIES** : Provide Secretariat and Governance Support Services inclusive of but not limited to providing secretariat support to departmental executive structures such as Min EXCO, EXCO and Extended EXCO, ensuring governance processes of the executive structures align with departmental policies, prescripts and approved procedures etc. Provide meeting coordination and administration services. Provide minutes, resolutions and action tracking services by taking accurate minutes during meetings and drafting minutes for review and approval. Maintain orderly, accurate and secure electronic and physical records of agendas, minutes, resolutions, and supporting documentation in line with information management and records management policies. Capture and maintain relevant data, including dates of decisions, assigned actions and completion dates, assist in producing routine reports and dashboards, such as average turnaround time for implementation of decisions and frequency of meetings held versus planned. Communicate action items and deadlines to responsible officials. Draft general correspondence such as response letters, emails, status reports and submissions and serve as a coordination point between the Executive Support unit, committee members, and Departmental officials.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to [recruitment7@dsbd.gov.za](mailto:recruitment7@dsbd.gov.za) and quote the reference number for the

abovementioned position on the subject line (email) when applying, i.e., **“REF NO: SES”**