

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. 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: R&IM"
- CLOSING DATE** : 17 July 2026 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. 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 23/138** : **ASSISTANT DIRECTOR: RISK & INTEGRITY MANAGEMENT "REF NO: ASD: R&IM"**
- SALARY CENTRE** : R487 197 per annum
: Pretoria
- REQUIREMENTS** : Bachelor's degree/Advanced Diploma (NQF 7) in Risk Management / Internal Audit / Accounting or equivalent / related as recognised by SAQA. Postgraduate diploma in risk management and or compliance will be an added advantage. Minimum of 3 years relevant experience within a risk management or related environment. Have proven competencies: Communication (verbal and written), Analytical and Problem solving, Attention to detail, Customer service orientated, Planning and organising skills, Honesty and Integrity, Report writing skills.
- DUTIES** : Supervise and implement the risk management framework, business continuity and compliance management which includes development and implementation of the risk management plan, a risk management philosophy and culture in the organisation through awareness and capacity building, maintaining stakeholder and client relationships, continuous monitoring and capturing of data and maintenance of databases on risk management information. Supervise and undertake studies and analysis for identifying risks to establish the internal and external organisation context. Supervise, facilitate and advise on the risk management assessment process such as identification, analysis, evaluation, compiling risk profiles and reports. Monitor and review the progress of activities to address risks and revising risk response activities. Supervise employees to ensure an effective risk and integrity management service. Coordinate and implement Ethics Management Strategy, Policies and

ENQUIRIES

Programmes in the Department inclusive of but not limited to; financial disclosure, other remunerative work, etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / awareness sessions. Provide secretariat support within the Risk and Ethics Management Committees

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