

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. 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: ASD IMBD
- CLOSING DATE** : 29 August 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 29/117** : **ASD: INFORMAL & MICRO BUSINESS DEVELOPMENT REF NO: ASD IMBD**
- SALARY** : R487 197 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's degree (NQF 7) in Public Administration / Business Management / Development Studies / Project Management / Economics / Development Finance or an equivalent / related as recognised by SAQA. A minimum of three (3) years' experience at a functional specialist level in the Informal Sector, Local Economic Development, Project Management, and Micro Business Support environment, including proven experience in the development, drafting, and implementation of policies, frameworks, strategies, guidelines, and related governance instruments. Knowledge of the National Development Plan, Understanding of the National Integrated Small Enterprise Development framework, Knowledge of the National Informal Business Upliftment Strategy, Understanding of the Informal and Micro Enterprise Development Programme and Knowledge of Public Finance Management Act. The candidate must possess the following skills and competencies: Incentive processing, Policy development, Data management, Problem Solving, Planning and Organising, Analytical Thinking, Interpersonal Skills, Client Orientation and Customer Focus, Stakeholder Relations, Service Delivery and Innovation and Networking. Additional requirements include computer literacy (MS Office 365 Packages), a valid Code B/EB driver's licence and security clearance.
- DUTIES** : Conduct research and comparative analyses to identify best practices and emerging trends, and contribute to the design, review, enhancement, and piloting of programmes, models, instruments, and interventions that support the development and growth of informal and micro businesses. Support the

implementation of the National Informal Business Upliftment Strategy (NIBUS) and Informal and Micro Enterprise Development Programme (IMEDP) through application assessment and processing, due diligence, funding recommendations, beneficiary support, stakeholder linkages, and the administration of approved claims and disbursements in accordance with programme requirements and financial controls. Coordinate stakeholder engagements and capacity-building initiatives with municipalities, government entities, associations, and sector partners, while providing advisory support on policies, procedures, and strategies to promote compliance, collaboration, and effective programme delivery. Monitor and evaluate programme performance through post-disbursement assessments, compliance monitoring, performance tracking and reporting, while supporting internal and external audit processes to ensure accountability, policy alignment, and effective programme outcomes. Develop and maintain beneficiary and programme information systems, and ensure accurate data management to support reporting, informed decision-making, and effective stakeholder coordination. Draft and manage a range of correspondence, reports, presentations, memoranda, and submissions, and maintain effective communication with internal and external stakeholders on programme, policy, and operational matters.

ENQUIRIES

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

APPLICATIONS

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