

## 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 and PDF.
- CLOSING DATE** : 23 October 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 for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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

- POST 36/71** : **DIRECTOR: BUSINESS INTELLIGENCE, ECONOMIC ANALYSIS AND ECONOMETRICS REF NO: D – BIEA&E**
- SALARY** : R1 317 384 per annum (Level 13)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and an advanced diploma or undergraduate qualification (NQF level 7) in Economics / Econometrics / Business Analytics / or equivalent as recognised by SAQA. NQF level 8 in the same disciplines / Master's degree will be an added advantage. Possess a minimum of 5 years' relevant experience at a middle/senior managerial level within an economic research, model analysis and forecasting-related environment. Experience in managing a research unit, coordination of research work within an institution and among research stakeholders, gathering of research or intelligence to inform programme and policy design, hosting research events such as conferences/summits, creation of research partnerships with research institutions, development of a research agenda and management of a knowledge management hub. Knowledge of the Public Service Legislative Framework and Digital collaboration platforms, Econometrics / Econometrics. 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, Change Management, Service Delivery Innovation and Communication.

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| <b><u>DUTIES</u></b>       | : | Set and drive the Small Business Development Portfolio research agenda to support sector economic analysis, policy development, and strategic decision-making, including the identification of priority research areas and alignment with national and departmental objectives. Lead and oversee economic research, modelling, forecasting, and scenario analysis through the application of advanced econometric methodologies and digital tools, including assessing the impact of policy options and economic shocks on growth, development indices (statistical indicators), and MSME sustainability. Produce and deliver high-quality research and business intelligence outputs, including publications, policy briefs, and analytical insights on MSME performance and sector trends, to inform evidence-based decision-making. Coordinate and manage MSME-focused research initiatives and partnerships with internal and external stakeholders, including academia, industry, and research institutions, to strengthen the research ecosystem and leverage collaborative insights. Provide strategic advisory services to senior management and policymakers by integrating data-driven insights and research evidence into policy, strategy, programme design, and decision-making processes. Manage knowledge systems and ensure effective dissemination of research and sector information, including the development and maintenance of a central research repository, the use of digital platforms (e.g., dashboards, portals, automated reporting systems), and enabling data accessibility and interoperability across stakeholders, including a centralised access point for MSMEs. Manage the Directorate's operations and its financial, human, and physical resources in compliance with applicable legislation, governance frameworks, and public sector regulatory requirements. |
| <b><u>ENQUIRIES</u></b>    | : | Enquiries for this post should be directed to Mr. Maanda Ndou at 072 242 6245/Ms. Nthabiseng Mahlangu at 072 197 7511                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b><u>APPLICATIONS</u></b> | : | The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBD EE Plan. Candidates must submit applications to <a href="mailto:recruitment4@dsbd.gov.za">recruitment4@dsbd.gov.za</a> and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – BIEA&E                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

#### **OTHER POSTS**

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| <b><u>POST 36/72</u></b>   | : | <b><u>ASSISTANT DIRECTOR: DEMAND &amp; ACQUISITION MANAGEMENT – (BID ADMINISTRATION) REF NO: ASD: D&amp;AM BA</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b><u>SALARY</u></b>       | : | R487 197 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | A Bachelor's Degree (NQF7) in Supply Chain Management / Procurement / Financial Accounting / Financial Management / Contract Management / Purchasing Management or equivalent/related as recognised by SAQA. A postgraduate degree in the above-mentioned will be an added advantage. 3 years related experience in supply chain management (demand and acquisition and bid administration) environment on supervisory level. Job-related knowledge: SCM legislation, policies and procedures, PFMA, Treasury Regulations and PPPFA, Demand and acquisition management processes, Bid administration and competitive bidding processes, Procurement planning, contract management and SCM compliance, Risk management, governance and internal controls. Job-related skills: Analytical and problem-solving skills, Communication and report-writing skills, Stakeholder management and negotiation, Leadership, planning and organisational skills, Computer literacy and proficiency in MS Office 365. Job competencies: Communication (verbal and written), Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Contract Management and Attention to detail. Additional: B/EB Driver's license. |
| <b><u>DUTIES</u></b>       | : | Supervise employees to ensure an effective demand and acquisition management service and undertake all administrative functions required with regard to financial and HR administration. Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain supplier database. Coordinate (synergise), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the National                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|                            |   | Treasury. Communicate with stakeholders, Written: Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submissions, and verbal: Give detailed/comprehensive / in depth advice on procedural and technical related matters in respect of supply chain management (Demand and Acquisition and Bid Acquisition) policies and procedures to ensure compliance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>ENQUIRIES</u></b>    | : | Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBD EE Plan. Candidates must submit applications to <a href="mailto:recruitment7@dsbd.gov.za">recruitment7@dsbd.gov.za</a> and quote the reference number for the abovementioned position in the subject line (email) when applying, i.e., "REF NO: ASD: D&AM BA"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>POST 36/73</u></b>   | : | <b><u>CHIEF ACCOUNTING CLERK REF NO: CAC</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>SALARY</u></b>       | : | R338 106 per annum                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>CENTRE</u></b>       | : | Pretoria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b><u>REQUIREMENTS</u></b> | : | National Diploma (NQF 6) in Financial Accounting qualification as recognised by SAQA. A Bachelor's Degree (NQF 7) in Financial Accounting / Accounting Science or related relevant qualification as recognised by SAQA would be considered an added advantage. Minimum of 3 years' experience in Financial Accounting. 3 years' working knowledge of transversal systems applicable to the Public Service. Knowledge and understanding of accounting principles and financial procedures. Basic knowledge and insight of the Public Service financial legislations and procedures such as the PFMA, Treasury Regulations, Modified Cash Standard, and Standard Charts of Accounts. Basic knowledge of operating systems (PERSAL, BAS, Logis etc.). Job competencies: Communication (Verbal and Written), planning and organising. Interpersonal & Problem Solving. Teamwork. Basic numeracy. Accuracy. Job related skills: Good numerical and analytical skills. Attention to detail and accuracy. Good organisational and time-management skills. Ability to supervise and develop staff. Problem solving and decision-making abilities. Computer Literacy (MS Office Packages); Excel at an advanced level. Certificates in BAS and PERSAL. |
| <b><u>DUTIES</u></b>       | : | Supervise and render financial accounting transactions but not limited to: Receive and allocate invoices and incentive claims (payment). Review and verify accounting entries, invoices/incentive claims, receipts, and payment documents (internal control). Verify processing of payments. Supervise and ensure proper filing and safeguarding of accounting documents. Supervise and monitor collection and management of cash. Ensure timely processing of supplier payments and departmental revenue pay over. Supervise and perform bookkeeping support services. Ensure timely processing of supplier payments and departmental revenue pay over. Verify captured financial transactions. Clear suspense accounts. Reconcile debtors and creditors accounts. Monitor outstanding balances and follow up on overdue accounts. Compile journals. Financial reporting: Prepare monthly financial reports. Communicate with internal and external stakeholders. Written: Draft general correspondence such as response letters, emails, status reports, formal presentations, and submissions. Verbal: Give advice on procedural and technical related matters in respect of policies and strategies to ensure compliance.                 |
| <b><u>ENQUIRIES</u></b>    | : | Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b><u>APPLICATIONS</u></b> | : | The Department of Small Business Development is committed to the pursuit of diversity and redress, and appointment will be in line with the DSBD EE Plan. Candidates must submit applications to <a href="mailto:recruitment9@dsbd.gov.za">recruitment9@dsbd.gov.za</a> and quote the reference number for the abovementioned position in the subject line (email) when applying, i.e., "REF NO: CAC"                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |