

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. Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the above-mentioned position in the subject line (email) when applying, i.e. "REF NO: ORTR"
- CLOSING DATE** : 16 November 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. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 39/140** : **OFFICER: RED TAPE REDUCTION REF NO: ORTR**
- SALARY** : R413 001 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) in Economics / Public Administration / Developmental Studies / Social Science / Business Management or equivalent / related as recognised by SAQA. Minimum of 1 year of administrative experience in a stakeholder consultation environment with specific focus on communication techniques. Knowledge and understanding of legislation, policies and regulatory frameworks applicable to MSMEs, Co-operatives and Informal Businesses, including initiatives aimed at reducing red tape and improving the ease of doing business. Understanding of public policy development, policy analysis and regulatory review processes. Knowledge of research methodologies, data collection, analysis and impact assessment. Understanding of public administration and intergovernmental coordination processes. Knowledge of stakeholder consultation, public participation and engagement processes. Understanding of project and programme implementation, monitoring and reporting. Knowledge and understanding of the small enterprise development environment and the factors affecting the growth and development of MSMEs, Co-operatives and Informal Businesses. Job related skills: Research, data collection, data analysis and interpretation. Ability to identify, analyse and document regulatory and administrative bottlenecks affecting MSMEs, Co-operatives and Informal Businesses. Report writing, information synthesis and presentation. Stakeholder consultation, facilitation and information-sharing techniques. Project coordination, planning and administration. Monitoring, evaluation and progress reporting. Preparation

of evidence-based recommendations and briefing documents. Ability to coordinate activities and compile information across national, provincial and local government spheres and other relevant stakeholders. Job competencies: Communication (Written and Verbal), Interpersonal skills. Attention to detail and Problem Solving. Project Management. Stakeholder Engagement. Service delivery and innovation. Networking. Programme Design and Delivery. Client orientation and customer focus. Planning, organising and prioritisation. Computer literacy (MS Office Packages), Policy Development, Project Management and a driver's licence will be considered an added advantage.

DUTIES

: Conduct research on impacting factors in support of policy or programme development inclusive of but not limited to Desktop research, literature review and primary research (research design, survey design, data collection and analysis), and ongoing analysis of the key challenges, needs, and trends. Liaise with stakeholders across government to share best practices and collect status updates on red tape reduction initiatives. Provide support and contribute to the development of mechanisms, tools, programmes or improvement of concepts, theories and operational methods for Entrepreneurs and MSMEs inclusive of but not limited to developing SOPs, Templates and Database maintenance. Conduct performance monitoring inspections to determine compliance. Communicate with internal, external and colleagues; draft general correspondence such as response letters, emails, status report, presentations, memos, and submissions. Give advice on procedural and technical-related matters to ensure compliance. Provide general administrative and logistical support to the business unit, minute-taking during stakeholder meetings. Logistical support during events/workshops/meetings. etc. Procurement of goods and services (catering, venues, etc.).

ENQUIRIES

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

NOTE

: 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.