**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 recruitment9@dsbd.gov.za and quote the reference number for the above-mentioned position in the subject line (email) when applying i.e. "REF NO: ORLEDC"

**CLOSING DATE** : 20 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 and appointment will be 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 3 months of appointment, as well as completing a financial interest's declaration form within one month of appointment and annually thereafter. The Department reserves the rights 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 40/113** : **OFFICER: REGIONAL AND LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: ORLEDC (X2 POSTS)**

**SALARY** : R413 001 per annum
**CENTRE** : Pretoria
**REQUIREMENTS** : Bachelor's Degree (NQF 7) in Social Sciences, Economics, Development Finance, Commerce, Business Management, Business Administration, Local Economic Development, or an equivalent / related qualification as recognised by SAQA. A qualification with exposure to research methods, data analysis, public policy, entrepreneurship, MSME development or local economic development will be an added advantage. Minimum of 1-year administrative, research, coordination or programme support experience in economic development, regional or local government, small business development, development finance, public sector or stakeholder coordination environment. Job related knowledge: basic knowledge of the small business development ecosystem, including MSMEs, cooperatives and informal enterprises. Basic knowledge of Local Economic Development policy frameworks, Integrated Development Plans and the District Development Model. Basic understanding of enterprise development, development finance, business support instruments and referral mechanisms. Basic knowledge of research, data collection, monitoring, reporting and evidence-based decision-making. Awareness of digital information management, POPIA, ICT security and public sector administrative processes. Job related skills: Research and basic policy analysis. Data collection, validation, analysis and interpretation. Report writing, briefing notes and presentation preparation. Stakeholder engagement and coordination across national, provincial and local structures. Digital record

keeping, electronic document management and use of reporting systems. Basic project coordination, problem solving and service delivery innovation. Job competencies: Communication, including clear written submissions and verbal presentations. Data collection, accuracy, quality assurance and attention to detail. Basic project and programme coordination. Analytical thinking, problem solving and continuous improvement. Stakeholder engagement, coordination and service orientation. Digital record keeping, information management and responsible handling of data. Adaptability, learning orientation and service delivery innovation. Additional: Computer literacy, including MS Office packages, electronic document management, spreadsheets, presentation tools and digital collaboration platforms. Driver's licence will be considered an added advantage.

**DUTIES** : Research and Data Support: Conduct desktop and primary research using digital research tools and data sources to support regional and local economic development initiatives. Capture, update and validate research data in electronic databases and digital repositories. Assist with basic data analysis and preparation of digital reports, summaries and presentations. Support the ongoing monitoring of trends, challenges and opportunities affecting MSMEs, cooperatives and local economies. Policy, Strategy and Programme Support: Contribute to the development and updating of digitally stored policies, standard operating procedures (SOPs), templates and guidelines. Maintain and update electronic knowledge repositories and databases related to local government, regional development and MSME support. Assist in ensuring that information is accurate, accessible and consistently stored across systems. Coordination of Business Support Services: Assist in coordinating access to financial and non-financial business support programmes using digital tracking tools and reporting systems. Support referrals and stakeholder interactions through email, online platforms and digital communication channels. Update records of support interventions and engagements on internal digital systems. Monitoring, Reporting and Information Management: Assist with the monitoring of programme implementation using standardised digital reporting templates. Compile progress reports, status updates and submissions using electronic systems. Ensure timely capturing and updating of implementation data to support performance reporting. Communication and Stakeholder Engagement: Draft correspondence, reports, presentations and submissions using digital tools and document management systems. Support virtual and hybrid meetings, workshops and stakeholder engagements, including: Electronic distribution of documents, Digital minute-taking and record keeping, Share approved information through electronic channels to support coordination and compliance. Administrative Support: Provide administrative support using digital workflows, including electronic filing and document management. Updating digital logs and registers. Scheduling meetings using online calendars. Support the business unit in reducing paper-based processes by adhering to digital -irst administrative practices.

**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.