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 recruitment7@dsbd.gov.za and quote the reference number for the above-mentioned position in the subject line (email) when applying i.e. "REF NO: PA"
CLOSING DATE	:	04 December 2026 at 23h59. 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 42/187	:	**PERSONAL ASSISTANT REF NO: PA**
SALARY	:	R338 106 per annum
CENTRE	:	Pretoria
REQUIREMENTS	:	Secretarial Diploma or equivalent qualification as recognised by SAQA. B. Degree/National Diploma in Office Practice, Secretarial Studies or Business / Public Administration will be an added advantage. 3-5 years' administrative experience in office management, secretarial or administration environment (experience in rendering support service to senior management will be an added advantage). Job related knowledge: Basic knowledge on financial administration. Knowledge of office administration and secretarial practices within a public sector or corporate environment. Working knowledge of relevant legislation, policies, and procedures related to records management, finance, procurement and information security. Understanding of governance, reporting and accountability frameworks. Job related skills: Secretarial and personal assistant skills, including minute-taking, preparation of briefing notes, and coordination of meetings (virtual and physical). Proficiency in electronic document management systems (EDMS) and records management practices. Ability to manage workflows, track action items, and follow up on deliverables. Strong computer literacy, including proficiency in MS Office Suite (Word, Excel, PowerPoint, Outlook) and collaboration tools such as MS Teams or similar platforms. Ability to work effectively in a paperless or digital-first environment. Familiarity with online meeting platforms, electronic scheduling systems, and digital filing systems. Understanding of basic budgeting, expenditure monitoring, and financial reporting processes. Ability to interpret BAS and financial management system reports. Knowledge of procurement processes and compliance with relevant legislative and policy requirements. Job competencies: Excellent verbal and written communication skills, including the

ability to draft clear, professional correspondence and reports. Ability to communicate effectively with senior management, internal teams, external stakeholders, and executive offices. Strong listening skills with the ability to accurately interpret instructions and convey messages. High level of discretion and integrity in handling sensitive, confidential, and classified information. Strong understanding of ethical conduct and compliance with organisational policies and legislative frameworks. Professional demeanour in both virtual and face-to-face engagements. Proven ability to manage complex diaries, competing priorities, and tight deadlines in a hybrid working environment. Strong organisational skills with attention to detail and accuracy. Ability to anticipate needs and proactively support the Senior Manager. Ability to identify issues, analyse information, and provide practical recommendations to the Senior Manager. Sound judgement in prioritising tasks and managing urgent matters. Ability to build and maintain effective working relationships with internal and external stakeholders. Strong coordination and follow-up skills to ensure timely responses and completion of tasks. Ability to adapt to changing priorities, systems, and working arrangements. Resilient under pressure, with the ability to maintain performance during peak workloads. Driver's licence will be considered an added advantage.

DUTIES : Serve as the first point of contact for the Office of the Senior Manager, both virtually and in-person. Receive, screen, redirect, and prioritise telephone calls, emails and digital correspondence; clarify instructions and accurately relay messages. Manage electronic communication platforms (email, MS Teams, virtual meeting platforms). Operate, maintain, and effectively utilise office and digital equipment, including computers, multifunction printers, scanners and secure shredding systems. Scrutinise electronic documents and submissions to identify required actions, information gaps and supporting documentation for meetings. Collect, compile and organise meeting packs and briefing documents using electronic document management systems (EDMS). Record accurate minutes and decisions during physical and virtual meetings, distribute action items electronically and monitor progress. Prepare concise briefing notes, presentations and summaries for the Senior Manager as required. Coordinate logistical arrangements for meetings, workshops and events, including virtual meetings, hybrid sessions and online calendars. Manage and coordinate the Senior Manager's diary using digital calendar systems, ensuring effective time management and prioritisation. Exercise discretion and confidentiality in scheduling appointments, meetings and engagements across hybrid platforms. Coordinate travel arrangements (flights, accommodation, car rentals) through approved online travel management systems and service providers. Maintain accurate electronic records of travel itineraries, approvals and related documentation. Manage the flow of information and correspondence to and from the Office of the Senior Manager through electronic workflows and digital filing systems. Ensure secure storage, retrieval and safeguarding of electronic documents in compliance with applicable legislation, policies, and records management standards. Coordinate inputs, collate information and compile electronic reports, including task registers, monthly, quarterly and annual reports. Review submissions and reports for alignment, accuracy, formatting, grammar and compliance; provide recommendations and notes to the Senior Manager. Coordinate leave administration, attendance records and telephone or data usage accounts for the Office using HR and financial management systems. Draft, type, format and edit correspondence, reports, submissions, memoranda and letters using standard digital templates. Collect, coordinate, and maintain electronic records related to the Manager's Office budget and procurement activities. Provide budget inputs and supporting information to assist the Senior Manager with MTEF submissions and planning processes. Maintain records of expenditure commitments, monitor spending trends, and alert the Manager to potential over- or under-expenditure. Review and reconcile BAS and financial system reports to ensure correct allocation of expenditure. Compare MTEF allocations with requested budgets and inform the Senior Manager of variances or changes. Identify the need for budget shifts between items, consult with the Senior Manager, and prepare draft electronic memoranda and submissions in line with legislative requirements. Liaise with internal and external stakeholders through digital communication platforms to coordinate responses, action plans and progress updates. Engage with other departments, units and entities to obtain inputs, track deliverables and report outcomes to the Senior Manager. Communicate with the Ministry and the Office of the Director-General regarding submissions, reports and work-related correspondence required by the Senior

		Manager. Facilitate collaboration across organisational units using online tools and shared platforms to support decision-making and service delivery.
ENQUIRIES	:	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
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.