

**THE 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.*

- CLOSING DATE** : 21 April 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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. 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. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. 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. Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan). 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>.

**MANAGEMENT ECHELON**

- POST 12/91** : **CHIEF DIRECTOR: BUSSINESS INTELLIGENCE AND SECTOR-WIDE M&E: REF: CD-BISWME**
- SALARY CENTRE REQUIREMENTS** : R1 308 051 per annum (Level 14) all inclusive  
: Pretoria  
: A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Economics / Commerce / Research / Modelling / Business Administration or equivalent. 5 years of experience at a senior managerial level within an economic analysis, business intelligence / research or monitoring and evaluation environment. 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>). Additional requirements: Security Clearance of Secret, Driver's licence and Computer Literacy. Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation Customer Focus and Communication.
- DUTIES** : Lead and guide evidence-based research to determine the effectiveness of the SMME economy and outline future paths for the SMME landscape. Lead sector-wide monitoring and evaluation services to measure efficiency and identify lessons learned to improve policy and programme design. Facilitate and manage the coordination processes for reporting on support provided to designated groups in prioritized sectors and across the portfolio. Identify and work with key stakeholders within the ecosystem to ensure a coordinated approach in respect of research and monitoring and evaluation of programmes for the portfolio. Communicate with internal and external stakeholders, drive the mandate of the department, and lead technical discussions without compromising the integrity of the Department. Provide strategic direction, management and control of the Chief Directorate and ensure effective and efficient administration of finance, human and physical resources.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. The target group for this advertisement is women. Candidates must submit

applications to [recruitment2@dsbd.gov.za](mailto:recruitment2@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: CD – BISWME

- POST 12/92** : **CHIEF DIRECTOR: FUNDING SUPPORT AND COORDINATION REF: CD -FSC**
- SALARY** : R1 308 051 per annum (Level 14) all inclusive  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate and undergraduate qualification (NQF level 7) in Development Finance / Economics / Financial Accounting / Corporate Finance / Business Leadership / Business Administration/ Public Administration or equivalent as recognised by SAQA. 5 years of experience at a senior managerial level in Development Finance or Funding Support and Coordination environment. 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>). Additional requirements: Security Clearance of Secret, Driver's licence and Computer Literacy. Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation Customer Focus and Communication.
- DUTIES** : Lead and assume responsibility for the coordination of funding opportunities for SMMEs and Co-operatives. Negotiate and mobilise public and private sector funding for SMMEs and Co-operatives and coordinate implementation thereof. Oversee the development of funding policy, supporting norms and standards (standardized requirements) and implementation thereof, inclusive of a payment tracking platform for SMMEs and Co-operatives. Oversee design of blended financial support initiatives that supports business growth for SMMEs and Co-operatives. Champion advancement of competitiveness for informal businesses, Co-operatives and SMMEs through and integrated approach across the provincial and local government structures. Communicate with internal and external stakeholders, drive the mandate of the department and lead complex discussions without compromising the integrity of the Department. Lead and manage operations, financial, human and physical resources of the chief directorate.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to [recruitment3@dsbd.gov.za](mailto:recruitment3@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO:CD–FCS
- POST 12/93** : **DIRECTOR: GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT, REF D-GICTM**
- SALARY** : R1 105 383 per annum (Level 13) (all inclusive)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Information Management / Information Technology / Computer Science. Possess a minimum of 5 years' experience at a middle / senior managerial level within information systems, information security or ICT governance environment. 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 and Communication.
- DUTIES** : Manage the provision of information management and information technology governance services. Manage the provision of information management and information technology operations, solutions, support and application services. Manage the provision of infrastructure and operations services. Manage the provision of information and knowledge management services (including library services, web development, information reproduction and printing services, information mining and security, archiving and records management services). Manage and ensure effective and efficient utilization of financial, human and physical resources in line with applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

**APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. The target group for this advertisement is women. Candidates must submit applications to [recruitment1@dsbd.gov.za](mailto:recruitment1@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – GICTM"

#### **OTHER POSTS**

**POST 12/94** : **PERSONAL ASSISTANT TO THE DG REF NO: PA-DG**

**SALARY** : R269 214 per annum (Level 7)

**CENTRE** : Pretoria

**REQUIREMENTS** : Senior certificate and Secretarial Diploma or equivalent qualification as recognised by SAQA. B. Degree/National Diploma in Office Practice, Secretarial Studies or Business 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) Knowledge on the relevant legislation / policies / prescripts and procedures Basic knowledge on financial administration. Computer training in MS package and Microsoft Teams. B/EB Driver's license. Have Competencies: Communication (Written and Verbal), Good telephone Etiquette and Interpersonal skills, Computer literacy, Sound organising and people skills, High level of reliability, Ability to act with tact and discretion, Ability to do research and analyse documents and situations and good grooming and presentation.

**DUTIES** : Provide receptionist service to the manager. Provide a secretariat service in meetings. Manage the Manager's diary and travels. Provide administrative and document management services to the Office. Manage the procurement of goods and services within the prescribed legislative guidelines in Manager's office. Liaise with internal and external stakeholders.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

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**POST 12/95** : **ADMINISTRATOR REF NO: A (4 POSTS)**

**SALARY** : R218 064 per annum (Level 6)

**CENTRE** : Pretoria

**REQUIREMENTS** : Senior certificate and a Minimum: Of N 5/6 in Office Management A Minimum of 1 – 2 Years of administrative experience in the public / private sector environment. Computer training in MS package and Microsoft Teams. B/EB Driver's license. Be competent in the following skills: Organisational and time management skills, Negotiating and Listening Skills Presentation and Professionalism Skills, Financial Management, Communication (Verbal and Written)

**DUTIES** : Provide a meeting support service to the unit which includes but is not limited to, annual meeting schedules, Invitations, Attendance Registers, etc. Venue arrangements (includes refreshments). Drafting and circulating Agenda items. Consolidating and circulating meeting packs (hardcopy or electronic). Taking minutes and circulating the minutes for input and approval. Provide administrative support service to the department by managing document flow (including Incoming and Outgoing registers, document tracking, etc). Manage the diary of the Director. Receive telephonic calls, messages, and visitors and direct to relevant role players and provide relevant information as required. Provide logistical support and financial support services to the unit. Information Management. Information management. Communicate with staff, service providers and all relevant stakeholders verbally and in writing.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

**APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan).. Candidates must submit applications to [recruitment3@dsbd.gov.za](mailto:recruitment3@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when

applying i.e., Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. i.e. "REF NO: A"