

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.
- CLOSING DATE** : 26 June 2023 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. 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>

OTHER POSTS

- POST 20/217** : **DEPUTY DIRECTOR: ENTREPRENEURSHIP DEVELOPMENT "REF NO: ED"**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum
: Pretoria
: Bachelor's Degree (NQF level 7) Economics / Business Administration/ Public Administration / Entrepreneurship / Development Studies as recognise by SAQA. 5 years' relevant experience within the Entrepreneurship environment of which 3 must be at a supervisory level. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Change Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation, Presentation skills and Stakeholder Management.
- DUTIES** : Manage the delivery against the sub-directorate's operational plan inclusive of but not limited to: (allocation of work, managing performance, personnel development, and instituting discipline). Develop policies, strategies, programmes, and frameworks for entrepreneurship development and forge strategic partnerships to facilitate effective entrepreneurship education policies and programmes focusing on developing entrepreneurial competencies and skills. Provide interventions for an entrepreneurship development and support service infrastructure inclusive of but not limited to: developing a proactive and systematic approach in supporting entrepreneurship and defining clear performance indicators to monitor impact of entrepreneurship interventions, setting up effective coordination mechanism to plan, design and implement the entrepreneurship strategy and providing access to appropriate business development models and pilot high impact programmes / projects to create an enabling environment that stimulate innovative entrepreneurs. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

- 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. 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 recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: ED"
- POST 20/218** : **DEPUTY DIRECTOR: INTERNATIONAL RELATIONS "REF NO: DD IR"**
- SALARY** : R811 560 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelors Degree (NQF level 7) in International Relations / Economics/ Development Studies / Political Science / Administration as recognised by SAQA. 5 years' relevant experience in International Relations / Intergovernmental / International Market Access of which 3 years must be at Assistant Director / Supervisory level. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Change Management, Client orientation and customer focus, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Manage the delivery against the sub-directorate's operational plan inclusive of but not limited to: (allocation of work, managing performance, personnel development, and instituting discipline). Implement the Department of Small Business Development's international relations strategy and policy framework. Coordinate DSBD's bilateral and multilateral agreements negotiations aimed at supporting SMMEs and Co-operatives development and identify opportunities for SMMEs and Co-operatives in bilateral and multilateral fora and coordinate their implementation. Provide international market access support services to benefit SMMEs and Cooperatives both locally and internationally. Engage with international cooperating partners to: Identify areas of collaboration, oversee the implementation of MOUs and coordinate, and participate in outward missions. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
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- POST 20/219** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: ASD IR"(X3 POSTS)**
- SALARY** : R424 104 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF level 7) in International Relations/ Economics / Development Studies / Political Science / Public Administration as recognised by SAQA. 3-5 years' relevant experience in International Relations / Intergovernmental Relations/ International Market Access environment. Training in MS Office packages. Have competencies in: Communication (verbal and written), Programme and Project Management, Change Management, Client orientation and customer focus, Problem solving and analysis, Research, Diplomacy, Stakeholder relations and Service Delivery Innovation.
- DUTIES** : Conduct Research to keep abreast with current economic and political developments inclusive of but not limited to: current developments that impact on bilateral relations and multilateral engagements aimed at supporting SMMEs and Co-operatives development, economic trends and developments in multilateral organisations. Assist with the implementation of the Department of Small Business Development's international relations strategy and policy framework inclusive of but not limited to: Providing international market access

support services to benefit SMMEs and Cooperatives and Providing support to the oversight of international cooperation partners MOUs. Monitor, evaluate international trends (socio-economic and political) and advise on their impact on the department international relations strategy. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

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POST 20/220 : **ASSISTANT DIRECTOR: BUSINESS INFRASTRUCTURE REF NO: ASDB INFRA"IR" (X3 POSTS)**

SALARY CENTRE : R424 104 per annum
: Pretoria

REQUIREMENTS : Bachelor's degree (NQF level 7) in Economics/ Commerce or Build Environment/ Property Development/ Town planning/ Business Development/ Commercial Property as recognised by SAQA. 3-5 years' relevant experience in Business Administration/ Infrastructure/ Development Finance /Project Management in built / Construction/ Property Development/ Town Planning/ Commercial Property environment. Training in MS Office packages and Project Management A valid driver's licence is required (only when shortlisted). Have competencies in: Communication (verbal and written), Programme and Project Management, Financial Management Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation.

DUTIES : Conduct research aimed at identifying and accessing existing business infrastructure, inclusive of but not limited to: conducting investigations on zoning and communicate findings to management to conduct proper viability studies, conducting investigations on current/old state-owned property and buildings for potential repurposing and for occupation by small businesses. this includes property owned by state-owned enterprises, administering the functions of SEIF programme including presenting projects to the SEIF Adjudication Committee etc). Support the review of policies and systems required for improving infrastructure access for all small businesses within the formal and informal sector and assist with coordination and consolidation of directorate's financial and non-financial status and/or project progress reports on support provided to small businesses related to access to infrastructure. Assist with the review and analysis of existing models and infrastructure support plans for small enterprises, inclusive of coordinating the development, implementation, and assessment of such plans. Support various mechanisms aimed at improving access to business infrastructure by small businesses, inclusive of but not limited to (shared infrastructure, repurposed containers, pop-up markets, rehabilitation and occupancy certificates, refurbishment, and development). Conduct due diligence for new projects and interface with all stakeholders. Manage database in respect of: state-owned properties, lease agreements etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops /information sessions.

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POST 20/221 : **ASSISTANT DIRECTOR: SECTOR SPECIFIC SUPPORT (SECONDARY SECTOR) "REF NO ASD SSS SEC"(X3 POSTS)**

SALARY : R424 104 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree (NQF level 7) in Public Administration/ Business Management/ Development Studies/ Economics as recognised by SAQA.3-5 years' experience at a Functional Specialist level in Economic Development sector/ Project Management/ Manufacturing/ Construction/ Utilities environment. Training in MS Office packages, Advanced Management Development Programme and Project Management. A valid driver's licence is required (only when shortlisted). Postgraduate qualification in Public Administration/ Business Administration/ Economics / Development Studies would be an added advantage. Have competencies in: Communication (verbal and written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations and Networking, Service Delivery Innovation and Basic Policy Development.

DUTIES : Conduct research aimed at: identifying best practices for the development of policies and strategies for sector development specific value chain (Secondary Sector) in respect of manufacturing, utilities, and construction etc and conducting comparative studies between the available tools, policies, strategies, and programmes on the development of the sector master plan and programmes to assist in selecting the best fit for the South African ecosystem. Draft policy and strategy implementation guidelines for sector development (Secondary - manufacturing, utilities, and construction etc). Analyse, review programme designs models, programmes, instruments, and guidelines for access to business infrastructure and coordinate the piloting of new and improved sector development programmes. Work closely with other units within the DSBD and other departments involved in the secondary sector liaising, consulting, and networking with appropriate and relevant stakeholders for developing joint programs for the advancement of the sector. Participate in all forums of the Department groups addressing SMME's challenges and identify stakeholders needs etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

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POST 20/222 : **OFFICER: ENTREPRENEURSHIP DEVELOPMENT "REF NO: O ENTREP D"**

SALARY : R359 157 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree (NQF 7) Economics / Public Administration/ Development Studies / Business Management as recognised by S: AQA. 2-3 years' relevant work experience in Entrepreneurship or Enterprise Development environment. Training in Computer Literacy (MS Office Packages), Project Management / Office Administration. A valid driver's licence would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), Analytical and Problem Solving, Attention to detail, Standard Service delivery and innovation, Planning and organising skills and Project Management.

DUTIES : Conduct research on impacting factors in support of Entrepreneurship Development inclusive of but not limited to: desktop research, gathering information that will inform development of frameworks etc. Contribute to the development and review of policies, strategies and implementation framework that supports entrepreneurship development: develop SOPs, templates and database development and maintenance. Coordinate information requests from entrepreneurs regarding access to education, advocacy, innovation, and appropriate technologies. Design programs to support youth owned

businesses: implement and monitor youth support interventions, coordinate the submission of reports by implementation partners and keep records of submitted quarterly and annual reports. Provide general administrative support service to the entrepreneurship business unit. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

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POST 20/223 : **OFFICER: ENTREPRENEURSHIP (DATA MANAGEMENT) "REF NO: O ENTREP DM"**

SALARY CENTRE : R359 157 per annum
: Pretoria

REQUIREMENTS : Bachelors Degree (NQF 7) in Economics / Public Administration/ Development Studies / Business Management as recognised by SAQA. 2-3 years' relevant work experience in Entrepreneurship or Enterprise Development environment. Knowledge in statistical analysis and generating reports. Proficiency in statistics and statistical packages like excel for data set analysis. Training in Computer Literacy (MS Office Packages), Project Management / Office Administration. A valid Driver's licence would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), Analytical and Problem Solving, Attention to detail, Standard Service delivery and innovation, Planning and organising skills and Project Management.

DUTIES : Conduct research on impacting factors in support of Entrepreneurship Development inclusive of but not limited to: desktop research, gathering information that will inform development of frameworks etc. Coordinate information requests from entrepreneurs regarding access to education, advocacy, innovation, and appropriate technologies. Develop data management systems inclusive of but not limited to: analysing, interpreting, and displaying data using recommended approaches and tools, developing systems for internal and external data verification and quality assurance processes, restructuring data to create and advocate improvements and creating tools and data models to assist with generating of reports. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

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