

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.

OTHER POST

- POST 26/134** : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: "STATE ACC"**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Pretoria
: National Diploma (NQF 6) in Management Accounting/ Cost Accounting / Accounting or relevant related qualification as recognised by SAQA. Bachelor's Degree (NQF 7) in management Accounting / Cost Accounting / Accounting or related relevant qualifications would be considered an added advantage. Minimum of 1-2 years experience in a Management Accounting environment. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Computer Literacy (MS Office Packages), BAS. Possess the following skills: Communication, Planning and Organising, Interpersonal and Problem Solving, Teamwork, Basic numeracy, and Accuracy.
- DUTIES** : Render a budget support service to the unit. Assist with the compilation of the Budget including MTEF/ENE/AENE by collecting inputs from budget holders, consolidation of budget and funding inputs. Compare and verify the expenditure against budget and cash flow projections on a monthly, quarterly, and yearly basis. Assist with the analysis of expenditure patterns. Assist with the compilation and monitoring of the Demand Management plan of the Department in line with the allocated budget. Confirm funds before expenditure is incurred. In terms of reporting: Compile the IYM report in line with legislative prescripts, compile incorrect allocations report and inform the relevant unit of the incorrect allocation of expenditure, and Report any deviations against projections and budget. Provide general administrative support to the business unit. Compile cashflow projections and requesting of funds from safetyweb system on a monthly basis. Compile inputs for the Interim and Annual Financial Statements. Distribute documents with regard to the budget. Capture Budget and related transactions on BAS (Shifts, Virements, 37 etc). Communication with Internal and External Stakeholders. Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, templates, schedules, registers, and submissions. Give detailed advice on procedural and technical-related matters in respect of policies to ensure compliance with regulations.
- 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 representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: STATE ACC"
- CLOSING DATE** : 14 August 2023 at 16h00. Applications received after the closing date will not be considered.

2023 TO 2025 GRADUATE INTERNSHIP PROGRAMME

The Department of Small Business Development invites South African unemployed graduates who are between the ages of 18-35 to apply for the 2023/24 DSBD Graduate Internship Programme.

- APPLICATIONS** : Please forward your application, quoting the Reference number to HRD@dsbd.gov.za. Acceptable formats for submission of documents are limited to MS Word, PDF.
- CLOSING DATE** : 14 August 2023 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Conditions: Applications must be submitted on the recent Z83 application form, which comes into effect from 01 January 2021 as issued by the Minister of

Public Services and Administration in line with regulation 10 of the Public Service Regulation, 2016 as amended, which is obtained online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. All sections of Z83 must be completed (in full, accurately, legible, honestly, signed and dated) and must be accompanied by a comprehensive CV. Note: Applicants are not required to submit copies/ attachments/ proof/ certificates/ ID/ Driver licences/ qualifications on application, only when shortlisted. Only shortlisted candidates will be required to submit certified copies of qualifications and any other related document on or before the day of the interview which should not be older than six (6) months. In the main, these posts have specifically been earmarked for persons with disabilities. Candidates must be unemployed and in possession of appropriate matric/grade 12 and post-school qualifications, and not have previously served as an intern in the Public Service or similar capacity. Correspondence will be limited to successful 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. Candidates will be subjected to security clearance, and personnel suitability checks (criminal record check, citizenship verification and qualification or study verification). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

OTHER POSTS

- POST 26/135** : **GRADUATE INTERN: ENTREPRENEURSHIP REF NO: DSB/INT/ENTREPR/02**
 Branch: Enterprise Development, Innovation & Entrepreneurship
 CD: Entrepreneurship & Enterprise Development)
 Directorate: Entrepreneurship
 (Period: Twenty-Four (24) Month Contract)
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Economics / Public Administration Entrepreneurship / Development Studies or Business Management as recognised by SAQA.
- ENQUIRIES** : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB/ EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/ENTREPR/02"
- POST 26/136** : **GRADUATE INTERN: COOPERATIVES BUSINESS SUPPORT REF NO: DSB/INT/COOPS/BUSNSUPP/01**
 Branch: Integrated Cooperatives and Micro Enterprise Development
 CD: Economic Transformation & Initiatives
 Directorate: Cooperatives Business Support
 (Period: Twenty-Four (24) Month Contract)
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF 7) in Public Administration / Business Management/Development Studies /Social Sciences / Economics as recognised by SAQA
- ENQUIRIES** : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB/ EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/COOPS/BUSNSUPP/01"

- POST 26/137** : **GRADUATE INTERN: SECONDARY SECTOR REF NO: DSB/INT/SECNDSECT/01**
Branch: Sector Policy & Research (CD: Sector Specific Support)
Directorate: Secondary Sector
(Period: Twenty-Four (24) Month Contract)
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF7) in Public Administration / Business Management /Development Studies /Economics as recognised by SAQA.
- ENQUIRIES** : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB/ EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/SECNDSECT/01"
- POST 26/138** : **GRADUATE INTERN: SECTOR-WIDE MONITORING AND EVALUATION REF NO: DSB/INT/SECNDSECT/01**
Branch: Sector Policy & Research
CD: Business Intelligence & Sector-Wide M&E)
Directorate: Sector-Wide Monitoring and Evaluation
Period: Twenty-Four (24) Month Contract)
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Undergraduate Degree (NQF 7) in Public Administration/ Business Management / Social Sciences /Economics or related as recognised by SAQA.
- ENQUIRIES** : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB/ EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/SECNDSECT/01
- POST 26/139** : **GRADUATE INTERN: SMME POLICY AND OVERSIGHT REF NO: DSB/INT/SMMEPOLICY/01**
Branch: Enterprise Development, Innovation and Entrepreneurship
CD: Entrepreneurship and Enterprise Development
Directorate: SMME Policy and Oversight
(Period: Twenty-Four (24) Month Contract)
- STIPEND** : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF 7) in Public Administration/ Business Management/Development Studies/Economics or related as recognised by SAQA.
- ENQUIRIES** : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB/ EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/SMMEPOLICY/01"

POST 26/140 : **GRADUATE INTERN: BUSINESS EFFICIENCY & EFFECTIVENESS OPTIMISATION REF NO: DSB/INT/BUSNEFF/OPTIM/01**
Branch: Sector Policy & Research
CD: Intergovernmental Relations and Business Efficiency
Directorate: Business Efficiency & Effectiveness Optimisation
(Period: Twenty-Four (24) Month Contract)

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : Bachelor's Degree (NQF 7) in Economics / Development Studies / Business Management as recognised by SAQA.

ENQUIRIES : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/INT/BUSNEFF/OPTIM/01"

POST 26/141 : **GRADUATE INTERN: SUPPLY CHAIN MANAGEMENT (FINANCE) REF NO: DSB/SCM/TRAVELOFF//01**
Branch: Administration
CD: Financial Management
Directorate: Supply Chain Management
(Period: Twenty-Four (24) Month Contract)

STIPEND : R10 061 per month
CENTRE : Pretoria Head Office
REQUIREMENTS : National Diploma or Bachelors Degree (NQF6/7) in Supply Chain Management / Procurement / Logistics / Purchasing Management as recognised by SAQA.

ENQUIRIES : Mr E Mabunda at 063 645 6496, Ms C Mpotulo at 063 645 5573, Mr M Qhum at 066 477 9606 (between 08H00 – 16H30)

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of persons with a disability will receive preference (as per the DSB EE Plan). Candidates must submit applications to HRD@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. DSB/SCM/TRAVELOFF/01"