

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 recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: OSP&O"
- CLOSING DATE** : 14 February 2025 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 POST

- POST 04/38** : **OFFICER: SMME POLICY AND OVERSIGHT REF NO: OSP&O**
- SALARY** : R376 413 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors Degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics or equivalent / related as recognised by SAQA. 1 year administrative experience in managing meeting arrangements, taking meeting minutes, making travel arrangements, and managing claims. Training in MS Office Packages, Project Management / Office Administration / Management. A valid driver's licence and security clearance will be considered an added advantage. Have competencies in: Communication (Verbal and Written), Standard Project Management, Client orientation and customer focus, Problem solving and analysis, Standard Service delivery and innovation, Standard Attention to detail and analytical thinking.
- DUTIES** : Conduct research on factors impacting growth and sustainability of small businesses. Contribute to the development of policies, strategies and frameworks that supports the development of SMMEs, Cooperatives and informal sector inclusive of but not limited to: SOPs, template, database management, etc. Conduct performance monitoring inspections to determine compliance with policies, strategies and frameworks. Provide general administrative support service to the business unit inclusive of but not limited to: Minutes taking, reporting writing etc. 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) 394-5286/1440
- 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).