

## 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** : 15 November 2024 at 16h00. Applications received after the closing date will not be considered.

**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 African males, Coloured males or females, Indian females and White males will receive preference (as per the DSBD EE Plan). 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>.

## OTHER POSTS

**POST 40/06** : **DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION "REF NO: DD FA"**

**SALARY** : R849 702 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Accounting / Finance/ Financial Reporting/ Networks or related/ equivalent as recognised by SAQA. Possess a minimum of 3 years relevant experience in Financial Accounting/Reporting at supervisory/management (ASD) level. Display competencies in financial accounting and reporting, communication, problem solving and decision making, interpersonal skills, attention to detail, planning and organising, reconciliation, reporting writing and analytical skills. Possess a broad knowledge of PFMA, Treasury Regulations and Government financial reporting systems and basic financial operating systems (Basic Accounting System (BAS), PERSAL and Vulindlela).

**DUTIES** : Manage the departmental revenue, expenditure management and accounting sub directorate. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, develop and maintain policies and processes, monitor revenue collected and expenditure incurred and submit reports and plans as required, monitor compliance with financial prescripts and provide advice and guidance to role players on revenue and expenditure procedures. Undertake revenue, expenditure management and accounting work, ensure that cashier, banking, debt management, monitoring and reporting services are rendered, ensure that payment for compensation of employees, goods and services, transfers, subsidies and reporting are efficiently and effectively performed, provide financial administration and accounting services (legers/journals, accounting and reporting (interim and annual financial statements). Manage the sub-directorate personnel, maintenance of discipline, management of performance and development, undertake Human Resource and other related administrative functions, establish implement and maintain efficient and effective communication arrangements, develop and manage the operational plan of the sub-directorate and report on progress as required, develop, implement and maintain processes to ensure proper control of work, compile and submit all required administrative reports, serve on transverse task teams as required, , plan and allocate work, quality control of work delivered by employees. Written and verbal communication with colleagues and internal and external stakeholders.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/1440

**APPLICATIONS** : Candidates must submit applications to [recruitment7@dsbd.gov.za](mailto:recruitment7@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: DD FA".

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- POST 40/07** : **DEPUTY DIRECTOR: ASSETS, LOGISTICS AND RISK MANAGEMENT “REF NO: DD ALR”**
- SALARY** : R849 702 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An undergraduate qualification (NQF 7) in Supply Chain Management/ Procurement/ Financial Management/ Logistics/ Networks or related/ equivalent as recognised by SAQA. Possess a minimum of 3 years’ related experience in Financial/ Asset Management/ Logistics Management at a Supervisory/ Management level (ASD) and have a valid driver’s licence. Display competencies in asset and logistics risk management, communication, analytical thinking, and problem solving, customer service, planning and organising, project management, contract management and attention to detail. Be proficient in formal writing, excel, reconciliations and have intermediate to advanced level computer literacy (MS Office Packages) and project management skills. Possess a broad knowledge of PFMA, Treasury Regulations and Government financial reporting systems and basic financial operating systems (Basic Accounting System (BAS) and Vulindlela).
- DUTIES** : Develop and facilitate implementation of relevant (asset, logistics, disposal) strategies, policies, and systems. Perform strategic and annual physical asset management planning, establish the asset management capability of the department, monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers, monitor and review the allocation of assets to asset holders and disposal thereof, identify outdated, unserviceable, redundant and obsolete stock and the disposal of thereof, oversee and review the monitoring of assets in accordance with the relevant policy and procedures, monthly reconciliations of assets and ensure full compliance with the asset management prescripts including Modified Cash Standards requirements. Monitor and review logistical and disposal management such as, processing of requisition of goods and services, placement of orders for goods and services, safekeeping and distribution of goods, stock control, timely submission of inputs to Interim and Annual Financial Statements, ensure full compliance with the asset management prescripts including Modified Cash Standards requirements and identification of outdated unserviceable, redundant, and obsolete stock and disposal thereof. Inform guide and advice departmental employees on asset, logistics and disposal management matters to promote correct implementation and sound asset, logistics and disposal management practices. Manage and undertake all administrative functions required with regard to financial and HR management, maintenance of discipline, management of performance and development, undertake Human Resource and other related administrative functions, establish implement and maintain efficient and effective communication arrangements, develop and manage the operational plan of the sub-directorate and report on progress as required, develop, implement and maintain processes to ensure proper control of work, compile and submit all required administrative reports, serve on transverse task teams as required, procurement and asset management, plan and allocate work, quality control of work delivered by employees. Written and verbal communication with colleagues and internal and external stakeholders.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
- APPLICATIONS** : 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: DD ALR”.
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- POST 40/08** : **DEPUTY DIRECTOR: ENTREPRENEURSHIP DEVELOPMENT “REF NO: DD ED”**
- SALARY** : R849 702 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor’s degree (NQF 7) in Economics/ Entrepreneurship Development/ Development Economics or equivalent/ related as recognised by SAQA. 3 years’ supervisory/ managerial (ASD) experience within the Entrepreneurship environment. Have knowledge and experience in programme design, project management, monitoring, and evaluation of projects, developing reporting frameworks and be proficient in MS Office packages. Possess the following competencies: Communication (verbal and written), Programme and Project Management, Change Management, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation, Presentation skills, Stakeholder Management, Developing Service Delivery Models and Programme Design and Management.
- DUTIES** : 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. Review and analyse international best practice to contribute towards supporting startups through creating nurturing conducive environment to strengthen the South African entrepreneurship ecosystem to keep abreast with trends within the local and international development support environment when planning and designing programmes. Forge strategic partnerships to facilitate effective entrepreneurship programmes focusing on developing entrepreneurial capabilities. Develop networks and partnerships with national, regional, local level and programme development partners (both public and private). Manage the operations and resources of the sub directorate in line with relevant prescripts. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops / information sessions etc.

**ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

**APPLICATIONS** : Candidates must submit applications to [recruitment6@dsbd.gov.za](mailto:recruitment6@dsbd.gov.za) and must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: DD ED".

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**POST 40/09** : **ASSISTANT DIRECTOR: SUPPLIER DIVERSITY SUPPORT "REF NO: ASD SDS"**

**SALARY** : R444 036 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's Degree (NQF 7) in Economics/ Entrepreneurship/ Development Studies/ Business Management or equivalent/ related as recognised by SAQA. 3 years' technical experience within the value chain analysis and market access environment. Knowledge of Enterprise and Supplier Development and public procurement environment will be an added advantage. Have a valid driver's licence. Have proven competencies: Communication (verbal and written), Programme and Project Management, Financial Management, Attention to detail, Client orientation and customer focus, Problem solving and analysis, Service Delivery Innovation and Value Chain Analysis.

**DUTIES** : Identify private and public procurement opportunities for products produced by small enterprises and lobby for small enterprises to access these opportunities, assist in developing, implementing, and monitoring the Department's Supplier Diversity Strategy, conduct research and analyse trends, best practices, and innovative approaches to supplier diversity in private and public procurement and provide administrative and technical support to the Enterprise and Supplier Development Community of Practice. Draft monthly, quarterly and annual targets report and respond to audit queries. Maintain and update the matrix of small enterprises and products assisted through private and public procurement initiatives. Organise stakeholder engagements and awareness workshops around the prioritisation of small enterprises in private and public sector procurement, facilitate stakeholder engagements with the private and public sector entities and gather knowledge for input into the analysis of ESD and procurement spending and facilitate and support training and capacity-building initiatives for small enterprises in private and public procurement. Communicate with internal and external stakeholders through general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submissions and give detailed/comprehensive/ in-depth advice on procedural and technical related matters in respect of supplier diversity support. Manage and mentor support staff.

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

**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 [recruitment8@dsbd.gov.za](mailto:recruitment8@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ASD SDS".

**POST 40/10** : **ASSISTANT DIRECTOR: CLUSTER PROGRAMME SUPPORT "REF NO:ASD CPS"**

**SALARY** : R444 036 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Bachelor's degree (NQF 7) in Economics/ Entrepreneurship/ Development Studies/ Business Management or equivalent/ related as recognised by SAQA. Minimum of 3 years' experience within the Cluster Development, Value Chain analysis and Market Access environment. Knowledge of Programme Management will be an added advantage. Have proven competencies: Communication (verbal and written), Programme and Project Management, Financial Management, Client orientation and customer focus, Problem Solving and Analysis, Service Delivery Innovation and Value Chain Analysis.

**DUTIES** : Conduct research inclusive but not limited to: Desktop research and benchmarking of value chain models with other countries, Analyse and research various industries of the economy where small enterprises can play an important role in industry development and localisation. Assist in reviewing the Cluster Programme with the aim of strengthening market access, financial and non-financial support for SMMEs belonging to a cluster and assist in the

implementation of the Cluster Support Programme. Coordinate and formulate the implementation plans for MOUs signed by the department in relation to the establishment of clusters. Identify new industries or products to develop as a cluster, analyse value chains and product markets for SMMEs. Facilitate financial and non-financial support for identified SMMEs to increase market competitiveness. Facilitate financial and non-financial support for identified SMMEs to increase market competitiveness. Communicate with stakeholders (Internal and External) Written: Draft general (basic to complex) correspondence such as response letters, emails, status reports, presentations, memos, and submission and Oral: Give detailed/comprehensive/ in depth advice on procedural and technical related matters in respect of cluster programme support, Organise stakeholder engagement to create awareness on the importance of establishing clusters through provincial roadshows and other methods and Participate in negotiations where SMMEs are introduced to retailers, wholesalers and other big companies to access market opportunities. Manage and mentor support staff.

**ENQUIRIES**

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

**APPLICATIONS**

: Candidates must submit applications to [recruitment9@dsbd.gov.za](mailto:recruitment9@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.ee. "REF NO: ASD CPS".

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