

## 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** : 31 January 2025 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 and a full academic record. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. Applications must be submitted on the recent Z83 application form, which came 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). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months of the closing date of this advertisement, you should consider your application 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). Applicants could be required to provide consent for access to their social media accounts.

## OTHER POSTS

**POST 02/81** : **DEPUTY DIRECTOR: INTERNAL AUDIT "REF NO: DD IA"**

**SALARY** : R849 702 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Undergraduate qualification (NQF 7) in Auditing/ Accounting or equivalent / related as recognised by SAQA. Registration as a Certified Internal Auditor. Minimum of 3 years' supervisory/managerial (ASD) experience in internal audit environment and have a valid drivers licence. Knowledge of Government procedures, practices, Risk management principles and practices. Postgraduate degree in auditing, accounting, IT Auditing and experience in auditing financial statements or IT Auditing will be an added advantage. Computer Literacy (MS Package on an intermediate level), Certified Information System Auditor (CISA), Certified Government Auditing Professional (CGAP), IT Auditing and the review of Financial Statements. Have Competencies: Communication (verbal and written) skills, Problem identification and solution skills, Accounting frameworks, tools and techniques, Organisational skills, Conflict resolution/negotiation skills, and Change management skills.

**DUTIES** : Manage the internal audit sub-directorate by ensuring the maintenance of efficient and effective controls by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Communicate the results of internal audit engagements, Review, collect information and compile internal audit reports to the accounting officer and audit committee, compile progress reports against audit plan, Quarterly reports and annual reports, Monitor the policy and legislative framework to ensure that cognizance is taken of new developments, Develop and maintain internal audit methodologies policies and procedures, Provide advice and guidance to role players on the requirements and implementation of internal audit methodologies policies and procedures, Implement, monitor and report on the Quality Assurance Improvement Program, Develop strategic internal audit plans and annual audit plan, Participate in the coordination with other internal and external service providers of assurance, Keep up to date with new developments in the internal audit environment. Maintain discipline, Manage 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, Functional technical advice and guidance, Provide administrative support to the Audit Committee.

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

**APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. 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: DD IA".

- POST 02/82** : **OFFICER: DIGITAL BUSINESS SUPPORT "REF NO: O DBS"**
- SALARY** : R376 413 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Undergraduate qualification (NQF 7) in Digital Business Development / Computer Science / Information System / Information Technology / Business Analysis or equivalent / related as recognised by SAQA. Postgraduate in Digital Business Development / Computer Science / Information System / Information Technology or Business Process Analytics and a Valid driver's licence will be an added advantage. 1 year technical experience in digital solutions / Digital Business / ICT Business Development / Business Analysis environment. Knowledge of Project Management Methodologies, ICT standards, policies and procedures, Digital Systems, ICT Systems Development processes, business process modelling and re-engineering, business systems analysis, enterprise systems development and use of design process tools (e.g. Visio, Firstmap). Training in MS Office Packages and Project Management. Have proven skills and competencies: Communication (Verbal and Written), Planning and organising, Customer focus, Project and Change management, Research, Problem solving and analysis, Service Delivery Innovation and SQL coding.
- DUTIES** : Conduct desktop research on software systems to validate new architectures and solutions in collaboration with support officers and facilitate similar concept sharing and collaboration amongst Small Businesses supported within the portfolio and partners databases. Contribute to providing innovative solutions for SMMEs in collaboration and support of services offered at incubation centers and digital hubs inclusive of but not limited to: Systems architecture, Data collection and interpretation of digital trends etc. Identify gaps and risks on business processes to improve business efficiencies, customer /employee experience and advice on removal of inefficient processes to meet new requirements in collaboration with support personnel at centers and hubs. Gather monthly data on Incubation and digital hubs support activities, challenges identified, and or researched solutions and interventions and package reports to raise awareness internally. 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 on Tel No: (012) 394-5286/43097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to [Recruitment4@dsbd.gov.za](mailto:Recruitment4@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O DBS"
- POST 02/83** : **OFFICER: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION REF NO: O R&LEDC (X2 POSTS)**
- SALARY** : R376 413 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF 6) in Business Commerce and Management Studies / Physics, Mathematics and Computer Sciences / Human and Social Studies / Communication Studies / Manufacturing and Engineering Technology / Law / Agriculture or equivalent / related as recognised by SAQA. 1 year administrative experience in Economic, Regional & Local Government environment / small business development environment. Training in MS Office Packages. Valid driver's licence. Have proven skills and competencies: Communication (Verbal and Written), Data analysis and collection, Attention to detail and Problem Solving, Project Management (Basic), Stakeholder Engagement and Service delivery and innovation.
- DUTIES** : Conduct research on competitive advancement of small businesses and cooperatives inclusive of but not limited to: Desktop research and primary research (research design, survey design, data collection and analysis), gather any information related to regional and local economic development that will support the development and growth of SMMEs and Cooperatives etc. Contribute to the development of policies and strategies that will develop, enhance, and implement development programmes towards improved Regional and Local Economic Development inclusive of but not limited to: Developing SOPs, Templates and Database maintenance repository of knowledge and information on local government and matters relating to the area of specialisation). Assist in the provision of access to business support (fin and non-financial) for SMMEs and Cooperatives across Government. Conduct/ Assist with monitoring and draft progress reports on implementation across assigned areas. Provide general administrative and logistical support to the business unit in respect of minute taking during stakeholder meetings, logistical support during events / workshops / meetings and procurement of goods and services (catering, venues, 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 on Tel No: (012) 394-5286/43097
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to [Recruitment5@dsbd.gov.za](mailto:Recruitment5@dsbd.gov.za) and quote the

reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O R&LEDC"

- POST 02/84** : **TRAVEL COORDINATOR REF NO: TC**
- SALARY** : R308 154 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : National Diploma (NQF6) in Travel and Tourism/ Hospitality Management/ Supply Chain Management / Procurement / Logistics / Purchasing Management or equivalent/related as recognised by SAQA. Bachelor's Degree /Advanced Diploma Travel and Tourism /Hospitality Management / Supply Chain Management / Procurement /Logistics / Purchasing Management and valid driver's licence would be an added advantage. A minimum of 1 year of relevant clerical/ administrative experience in travel and Tourism/Hospitality Management/ Supply Chain Management / Procurement/Logistics and Purchasing Management Environment. Computer literacy with knowledge and experience of Microsoft Office packages. Competencies: Communication (verbal & Non-Verbal), Analytical and Problem-solving, Planning, Organising, Customer service orientated, Reporting and Bookings.
- DUTIES** : Coordinate all travel services inclusive of but not limited to: Confirm availability of budget from unit's requesting bookings. Reconcile traveling bookings and track and follow-up on payments. Prepare monthly reports on travel. Maintain proper filing database. Communicate with stakeholders, clients, management, and colleagues: travel documents to DSBD employees, interviewees and stakeholders (e.g. Flight ticket, transport voucher/ Accommodation voucher etc). Give advice on procedural and technical related matters in respect of travel policies and procedures to ensure compliance. Prepare information circulars to raise awareness on travel policy and procedures.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office on 012 394 5286/1440
- APPLICATIONS** : The Department of Small Business Development is committed to the pursuit of diversity and redress. 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.e., "REF NO: TC".

#### **2024 TO 2026 GRADUATE INTERNSHIP PROGRAMME**

The DSBD invites South African unemployed graduates who are between the ages of 18-35 and have never participated in an Internship Programme before, to apply for the following 24-month Internship Programmes.

#### **OTHER POSTS**

- POST 02/85** : **GRADUATE INTERN: ORGANISATIONAL DEVELOPMENT & HUMAN RESOURCES MANAGEMENT (OD&HRM) REF NO: OD&HRM/HRA**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma (NQF 6) or Undergraduate degree (NQF 7) in Human Resource Management / Development / Public Administration / Public Management or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD1@dsbd.gov.za](mailto:HRD1@dsbd.gov.za)  
**NOTE** : The successful candidate may be rotated to other units (e.g.: PM & HRD) within OD&HRM.
- POST 02/86** : **GRADUATE INTERN: SECURITY MANAGEMENT (PWD) REF NO: CMS / SECMGT**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Diploma or Degree (NQF 6/7) in Security Management / Criminology or equivalent / related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD1@dsbd.gov.za](mailto:HRD1@dsbd.gov.za)  
**NOTE** : This post is targeted for persons with disabilities. 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 DSBD EE Plan).
- POST 02/87** : **GRADUATE INTERN: SUPPLY CHAIN MANAGEMENT (PWD) REF NO: FINMGT/SCM**  
(Re-Advertisement)
- STIPEND** : R127 725 per annum, (all-inclusive)

- CENTRE REQUIREMENTS** : Pretoria Head Office  
: National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in Supply Chain Management / Procurement/ Logistics / Purchasing Management / Public Management / Public Administration / Tourism Management or equivalent / related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS NOTE** : Please forward your application, quoting the correct Reference number to [HRD1@dsbd.gov.za](mailto:HRD1@dsbd.gov.za)  
: This post is targeted for persons with disabilities. 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 DSBD EE Plan).
- POST 02/88** : **GRADUATE INTERN: FINANCIAL ADMINISTRATION REF NO: FINADMIN**
- STIPEND CENTRE REQUIREMENTS** : R127 725 per annum, (all-inclusive)  
: Pretoria Head Office  
: National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in Finance / Accounting or equivalent / related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD2@dsbd.gov.za](mailto:HRD2@dsbd.gov.za)
- POST 02/89** : **GRADUATE INTERN: MANAGEMENT ACCOUNTING REF NO: MGTACC**
- STIPEND CENTRE REQUIREMENTS** : R127 725 per annum, (all-inclusive)  
: Pretoria Head Office  
: National Diploma (NQF 6) or Undergraduate degree (NQF 7) in Management Accounting / Cost Accounting / Accounting or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD2@dsbd.gov.za](mailto:HRD2@dsbd.gov.za)
- POST 02/90** : **GRADUATE INTERN: MINISTRY: OFFICE OF THE CHIEF OF STAFF REF NO: MIN/2 (X2 POSTS)**
- STIPEND CENTRE REQUIREMENTS** : R127 725 per annum, (all-inclusive)  
: Pretoria Head Office  
: Diploma (NQF 6) or Bachelor's Degree (NQF 7) in Public Administration / Political Science / Business Administration, or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD2@dsbd.gov.za](mailto:HRD2@dsbd.gov.za)
- POST 02/91** : **GRADUATE INTERN: RESEARCHER: OFFICE OF DIRECTOR GENERAL REF NO: RES/ODG**
- STIPEND CENTRE REQUIREMENTS** : R127 725 per annum, (all-inclusive)  
: Pretoria Head Office  
: Diploma (NQF6) or Bachelor's degree (NQF7) in Research / Social Sciences / Data Science or equivalent / related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD3@dsbd.gov.za](mailto:HRD3@dsbd.gov.za)
- POST 02/92** : **GRADUATE INTERN: ADMINISTRATOR: OFFICE OF DIRECTOR GENERAL REF NO: ADMIN/ODG**
- STIPEND CENTRE REQUIREMENTS** : R127 725 per annum, (all-inclusive)  
: Pretoria Head Office  
: Diploma (NQF 6) or Bachelor's degree (NQF 7) in Business Administration / Office Management or equivalent / related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD3@dsbd.gov.za](mailto:HRD3@dsbd.gov.za)

- POST 02/93** : **GRADUATE INTERN: REGIONAL LOCAL ECONOMIC DEVELOPMENT (PWD) REF NO: RLED**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Bachelor's degree (NQF 7) in Economics / Public Administration / Development Studies / Business Management / Entrepreneurship, or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS NOTE** : Please forward your application, quoting the correct Reference number to [HRD3@dsbd.gov.za](mailto:HRD3@dsbd.gov.za)  
This post is targeted for persons with disabilities. 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 DSBD EE Plan).
- POST 02/94** : **GRADUATE INTERN: SMME POLICY & OVERSIGHT REF NO: SMME/P&O**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Bachelor's degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD3@dsbd.gov.za](mailto:HRD3@dsbd.gov.za)
- POST 02/95** : **GRADUATE INTERN: SECONDARY SECTOR REF NO: SCND/SEC**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma (NQF 6) or Bachelor's Degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics or equivalent/related as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD4@dsbd.gov.za](mailto:HRD4@dsbd.gov.za)
- POST 02/96** : **GRADUATE INTERN: OFFICE OF THE DEPUTY DIRECTOR-GENERAL: SECTOR POLICY AND RESEARCH REF NO: ODDG/SECTP&RES**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : Diploma or Bachelor's degree (NQF 6/7) in Public Policy / Economics / Business Administration / Development Studies, or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office to Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
- APPLICATIONS** : Please forward your application, quoting the correct Reference number to [HRD4@dsbd.gov.za](mailto:HRD4@dsbd.gov.za)
- POST 02/97** : **GRADUATE INTERN: INTERNATIONAL RELATIONS 1 PWD: REF NO: INT-RLNTS (X2 POSTS)**
- STIPEND** : R127 725 per annum, (all-inclusive)  
**CENTRE** : Pretoria Head Office  
**REQUIREMENTS** : National Diploma (NQF 6) or Undergraduate degree (NQF 7) in Public Administration / Political Science / Business Administration, or equivalent / related qualification as recognised by SAQA.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the HRD office on Tel No: Mr. E Mabunda at 063 645 6496, Ms C Mpotulo at 082 080 6598, Mr. M Qhum at 066 477 9606, Mr L Nkalweni at 082 080 6521 (only on weekdays between 08H00 –16H30).
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