

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** : 23 May 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. 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. In the pursuit of diversity and redress and appointment will be in line with 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>.

MANAGEMENT ECHELON

- POST 15/199** : **DEPUTY DIRECTOR-GENERAL: INTEGRATED CO-OPERATIVES & MICRO ENTERPRISE DEVELOPMENT REF NO: DDG – ICMED**

- SALARY** : R1 741 770 per annum (Level 15)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate and a post graduate qualification (NQF level 8) as recognised by SAQA in Economics/ Commerce / Finance / Business Leadership / Business Administration / Public management / Public Administration or equivalent as recognised by SAQA. Possess a minimum of 8 years relevant Senior / Executive Management experience in the private sector or government. Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, 2014, Public Finance Management Act, 1999 and the National Development Plan. Demonstrate sound decision-making that provides for integration and sustainability in an agile and ambiguous environment. Think on a multi-dimensional level that is forward thinking and interchange between levels of problem solving and strategic thinking, critically evaluate development issues and communicate relevant plans to a diverse audience and display market knowledge and social intelligence. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>).

- DUTIES** : Provide direction in the development of informal businesses, micro enterprises and Co-operatives into sustainable enterprises that can provide employment and contribute to economic growth. Build strategic partnerships that promote greater awareness of DSBD offerings and that support local and international market linkages and grow market value chains. Drive the development and implementation of MSMEs and Co-operatives through focussed localisation initiatives/programmes. Drive provision of development support to vulnerable enterprises located in rural and in township areas. Lead activities that support the provision of business infrastructure services to small businesses, co-operatives and the informal sector. Communicate with internal and external stakeholders and lead strategic discussions without compromising the integrity of the Department and that of the Public Service. Inform and institutionalise effective, efficient and ethical management of strategic relationships (stakeholder management). Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the Branch. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office, Mr. Alfred Tau at 071 440 5511 or Mr Maanda Ndou 072 242 6245.

- NOTE** : 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: DDG - ICMED".

- POST 15/200** : **DEPUTY DIRECTOR-GENERAL: SECTOR POLICY & RESEARCH REF NO: DDG – SPR**

- SALARY** : R1 741 770 per annum (Level 15)
- CENTRE** : Pretoria

<u>REQUIREMENTS</u>	:	A Senior Certificate and a post graduate qualification (NQF level 8) as recognised by SAQA in Economics /Finance/ Commerce /Business Leadership/ Business Administration/ Public Management/ Social Sciences or equivalent. Possess a minimum of 8 years relevant Senior / Executive Management experience in the private or government. Demonstrated leadership in the development of policies and high-level policy implementation skills. Knowledge of relevant government legislation, policies and priorities. Be conversant with the structure and operations of the Public Sector. Good interpersonal, problems-solving, teamwork and networking skills. Experience in the coordination of multiple stakeholders, including government departments, private sector, tertiary institutions, development partners and civil society. Experience in managing strategic information and coordination of the research agenda from multiple partners. Experience in Policy and programme evaluation. Experience in development research. Experience in development research. Experience in donor coordination, including private and international donors. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act and the National Development Plan. Demonstrate sound decision-making that provides for integration and sustainability in an agile and ambiguous environment. Think on a multi-dimensional level that is forward thinking and interchange between levels of problem solving and strategic thinking, critically evaluate development issues and communicate relevant plans to a diverse audience and display market knowledge and social intelligence.
<u>DUTIES</u>	:	Provide direction and leadership in the establishment of sector policy mechanisms, frameworks and guidelines to promote coherence in the establishment, growth and sustainability of Co-operatives and MSMEs. Lead initiatives that provide for credible business intelligence and inform future paths for the MSME and Co-operatives landscape. Promote evidence-based research services to direct sector thought leadership and monitor and evaluate enterprise competitiveness support programmes and projects. Drive and advocate for a policy and legislative environment that reduces red tape and regulatory burdens and prioritise ease of doing business for MSMEs and Co-operatives and monitor and evaluate implementation thereof across the 3 spheres of Government. Champion initiatives that will increase the development, participation, competitiveness and sustainability of small-scale manufacturers within key industries. Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the Branch. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Mr. Alfred Tau at 071 440 5511 or Mr Maanda Ndou 072 242 6245
<u>APPLICATIONS</u>	:	Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DDG - SPR".
<u>POST 15/201</u>	:	<u>CHIEF DIRECTOR: VALUE CHAIN AND MARKET ACCESS SUPPORT REF NO: CD – VCMAS</u>
<u>SALARY</u>	:	R1 436 022 per annum (Level 14)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Political Science / Public Administration / Economics / Development Studies or equivalent/related. Possess a minimum of 5 years of experience at a senior managerial level within a value chain support, market access or international relations environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	:	Oversee the development of policies, strategies and interventions that supports access to markets and grow value market chains for MSMEs. Facilitate and manage an integrated approach, including market intelligence and advise on new markets to support domestic and international market access to MSMEs. Develop Market Access Strategy for MSME development and develop M&E frameworks to provide period reports on the status and impact of the strategy. Build strategic relationships that increase value chain support services to small businesses and Co-operatives in both domestic and international markets. Leverage opportunities in bilateral and multilateral trade agreements for MSMEs through facilitating participation and potential exports opportunities through strategic leveraging of regional and economic and trading blocs. Build relationships and representation in strategic missions that can grow South African MSME internationalisation. Communicate with internal and external stakeholders and provide progress to relevant structures through formal engagements and periodic reports, provide technical support for international travel and set up measures and process for the administration of international engagements, provide administrative support and on-site support on International and Domestic travel and maintain DSBD International Relations Affairs in line within the National Developmental Agenda. Provide strategic direction, management and control of the Chief

	Directorate and ensure effective and efficient administration of finance, human and physical resources.
<u>ENQUIRIES</u>	: Enquiries for the advertised post should be directed to the recruitment office on Tel No: 0722426245/ 072 197 7511
<u>APPLICATIONS</u>	: The Department of Small Business Development is committed to the pursuit of diversity and redress and appointment will be in line with the DSBD EE Plan. Candidates must submit applications to recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: CD – VCMAS"
<u>POST 15/202</u>	: <u>CHIEF DIRECTOR: ECONOMIC TRANSFORMATION INITIATIVES (REF NO: CD – ETI)</u>
<u>SALARY</u>	: R1 436 022 per annum (Level 14)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Senior Certificate, undergraduate qualification on NQF level 7 as recognised by SAQA in Business Economics/ Public Administration/ Economics/ Development Studies or equivalent/ related. Possess a minimum of 5 years of experience at a senior managerial level in policy development and implementation within the informal sector, micro enterprise and Co-operatives environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus and Communication.
<u>DUTIES</u>	: Facilitate and manage the creation of an enabling environment for informal business, micro enterprise and co-operatives development and growth to significantly contribute to job creation, skills development, establishment and growth of MSMEs and Co-operatives. Identify key stakeholders within the informal business, micro enterprise and co-operatives sector, establish and maintain strategic working relationships. Monitor implementation of interventions and strategies to stimulate economic growth, provide for a transformed economy and ensure implementation aligned to BBBEE legislation. Communicate with internal and external stakeholders and provide progress to relevant structures through formal presentation. Provide strategic direction, management and control to the Chief Directorate and ensure effective and efficient administration of finance, human and physical resources.
<u>ENQUIRIES</u>	: Enquiries for the advertised post should be directed to the recruitment office on 0722426245/ 072 197 7511
<u>APPLICATIONS</u>	: The Department of Small Business Development is committed to the pursuit of diversity and redress and appointment will be in line with 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: CD – ETI"
<u>POST 15/203</u>	: <u>DIRECTOR: BUSINESS INFRASTRUCTURE REF NO: D – BSI</u>
<u>SALARY</u>	: R1 216 824 per annum (Level 13)
<u>CENTRE</u>	: Pretoria
<u>REQUIREMENTS</u>	: A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Economics/ Commerce or Built Environment or equivalent / related. Possess a minimum of 5 years of experience at the middle or senior managerial level within Business Infrastructure/ Project Management in built / construction environment. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Display competencies in Strategic Capability & Leadership, Financial Management, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Service Delivery Innovation and Communication.
<u>DUTIES</u>	: Manage the development of policies and systems required for improving infrastructure delivery and lead research initiatives into ways to improve and enhance existing infrastructure for small businesses and informal sector. Develop and manage the implementation of infrastructure plans inclusive of coordinating the development, assessment and project preparation, implementation and monitoring of infrastructure in all facilities. Coordinate business infrastructure support and provide technical business infrastructure support inclusive of but not limited to (Shared infrastructure, repurposed containers, pop-up markets, rehabilitation and occupancy certificates, refurbishment and development). Monitor implementation of support provided and report on progress related to infrastructure and value thereof. Manage and ensure effective and efficient utilization of financial, human, physical resources in line with applicable legislation. Communication (verbal, written and formal presentations, etc) with stakeholders from diverse backgrounds and deliver relevant information.
<u>ENQUIRIES</u>	: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 0722426245/072 197 7511
<u>APPLICATIONS</u>	: The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: D – BSI"

OTHER POST

<u>POST 15/204</u>	:	<u>CALL FOR NOMINATION TO SERVE AS MEMBERS OF THE ADVISORY BODY</u> The Minister of Small Business Development hereby invites nominations for persons to serve as members of the Advisory Body in terms of Chapter 2 of the National Small Enterprise Act, 1996 (No. 102 of 1996) as amended. Appointments for a term will be for a period of three (3) years.
<u>SALARY</u>	:	Successful candidates would be remunerated according to the remuneration rates as determined and published by the National Treasury.
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Members should have achieved distinction or possess specialised knowledge, expertise and experience in the following areas: Enterprise and supplier development; Small enterprise finance, including co-operative finance; Market access; Small enterprise, including co-operative policy and programme interventions; Sectoral expertise from the seven (7) priority sectors of the SA industrial strategy; Product certification and/or product qualification; Entrepreneurship development; monitoring and evaluation, legal, international trade, business coaching and mentoring, regulatory environment, governance at a senior level, and Expert in small enterprise research. A person may not be a member of the Advisory Board if that person: is an unrehabilitated insolvent; has been declared by a High Court with Jurisdiction to be mentally ill; has been convicted of an offence in the Republic or elsewhere, other than an offence committed prior to 27 April 1994 associated with a political objective, and sentenced to imprisonment without the option of a fine or, in the case of fraud or any other offence involving dishonesty, to a fine or imprisonment or both a fine and imprisonment; has at any time been removed from an office of trust on account of breach of fiduciary duties; or is otherwise disqualified in terms of section 69 of the Companies Act, 2008.
<u>DUTIES</u>	:	Advise the Minister on: Strategies, policies, or programme interventions to address identified market failures affecting the sector; The impact of current and new legislation on small enterprises, including co-operatives; National standards pertaining to small enterprise and co-operative development and regulation; Measures to ensure the creation of physical business infrastructure through viable business sites; The development of skills in all aspects of running a business; Steps to be taken to create access for small enterprises and co-operatives into value chains; Constraints affecting the viability of the small enterprise and co-operative community; Methods to liaise with the small enterprise and co-operative community to identify their needs. Methods to monitor and influence the provision of support services to the small enterprise and co-operative sector; Through consultation with small enterprises and organisations representing the interests of small enterprises, including co-operatives, at provincial and national level, each year identify the top 10 barriers that impact on the effective and efficient operation of small enterprises, including co-operatives, to be submitted to the red tape reduction office at the Presidency as priority barriers to be addressed; and any other matter that the Minister may deem appropriate.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on at 071440551 or 0722426245
<u>APPLICATIONS</u>	:	Nominations can be submitted by email to the relevant email address. Acceptable formats for submission of documents are limited to MS Word, PDF. Nominations must be emailed to recruitment6@dsbd.gov.za
<u>NOTE</u>	:	Nominations must be submitted in writing and must include the following: A detailed curriculum vitae that includes membership of all boards the nominee currently serves on; and qualifications obtained. It is the nominee's responsibility to have foreign qualifications verified by the South African Qualifications Authority (SAQA). Background verification, including criminal record and citizenship checks, will form part of the selection process. Preference will be given to candidates whose appointment will enhance representivity. Applicants will be contacted only if they have been short-listed and if you have not heard from us within three (3) months of submitting your application, please consider it unsuccessful. The mandatory forms (nomination, consent and declarations) are obtainable from the dsbd website: https://www.dsbd.gov.za/s-vacancies
<u>CLOSING DATE</u>	:	30 May 2025 at 16h00. Applications received after the closing date will not be considered.