

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** : 30 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>.

OTHER POSTS

- POST 16/264** : **DEPUTY DIRECTOR: FUNDING SUPPORT REF NO: DD: FS**
- SALARY** : R896 436 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) in Economics / Finance/ Accounting / Administration / Business Administration or equivalent / related as recognised by SAQA. 3 years' experience in Development Finance / Economics / MSME Development / Corporate Finance environment at a Supervisory / Management (ASD) level. Training in MS Office packages, Project Management and Valid drivers' licence. Have proven competencies: Communication (verbal and written), Analytical and Problem solving, Attention to detail, Customer service, Planning and organising skills, Project Management and Financial Management.
- DUTIES** : Facilitate funding opportunities and initiatives through collaboration with mandate owners (Agencies / National Departments / Private Sector). Design and develop programmes and systems to support MSMEs and Cooperatives. Monitor the implementation of priority programmes (through agencies, partnerships) (TREP) and internal DSBD by: Analyzing performance reports from entities, internal DSBD support programmes (IMEDP, CSP, AAP etc) and prepare quarterly reports. Verifying evidence and generate reports on competitive MSMEs and Co-operatives supported by the Portfolio etc. Manage the operations and resources of the sub-directorate in line with relevant prescripts. Communicate with stakeholders, clients, management and 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
- 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 and gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: DD: FS"

<u>POST 16/265</u>	:	<u>ASSISTANT DIRECTOR: DIGITAL HUBS AND INCUBATORS SUPPORT</u> <u>REF NO: ASD: DH&IS</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Computer Science / Digital Business / Information Systems/ Business Management / Business Administration / Entrepreneurship / Business Analysis or equivalent / related as recognised by SAQA. Postgraduate in Digital Business Development / Information Systems / Business Management / Business Administration / Entrepreneurship and Valid drivers' licence will be considered an added advantage. 3 years' relevant experience in digital solutions / Digital Business / ICT Business Development / Incubation environment / Enterprise development programmes environment / Business Analysis environment. Training in Computer literacy and Project Management. Have proven competencies: Communication (Verbal and Written), Stakeholder engagement, Facilitation, Project and Change Management, Attention to detail, Client orientation and customer focus, Problem solving and analysis and Service Delivery Innovation.
<u>DUTIES</u>	:	Conduct research on trends, models and mechanisms to keep abreast with current market activities and emerging needs. Establish linkages and relationships with relevant funding products in the portfolio and other organisations for entrepreneurs. Coordinate innovation and digital skills training for MSMEs in respect of commercialisation and access to digital hubs and incubators. Database Maintenance inclusive of but not limited to: Database development of MSMEs supported and the hub alumni and tracking of developments and ongoing performance status through data collection, analysis and reporting. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops/information sessions.
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<u>NOTE</u>	:	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 and gender will receive preference (as per the DSBD EE Plan). Candidates must submit applications to recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ASD: DH&IS.