

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** : 18 July 2025 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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. 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 23/88** : **ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT – BID ADMINISTRATION REF NO: ASD: D&E AMBA**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF7) in Supply Chain Management / Procurement / Financial Accounting / Financial Management / Contract Management / Purchasing Management or equivalent / related as recognised by SAQA. Post graduate degree in the above mentioned will be an added advantage. 3 years related experience in supply chain management (demand and acquisition and bid administration) environment on supervisory level. Have proven competencies: Communication (verbal and written), Project Management, Financial Management, Client orientation and customer focus, Problem solving and analysis, Contract Management and Attention to detail.
- DUTIES** : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement and maintain supplier database. Coordinate (synergise), review and execute the bidding process. Coordinate, review and compile the list of prospective providers for quotations and source quotations from the database according to the threshold values determined by the National Treasury. Communicate with stakeholders (Written and verbal) and give detailed advice on procedural and technical related matters in respect of Supply Chain Management (Demand and Acquisition and Bid Administration) policies and procedures to ensure compliance. Supervise employees to ensure an effective demand management service and undertake all administrative functions required with regard to financial and HR administration.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097
- APPLICATIONS** : Candidates must submit applications to recruitment8@dsbd.gov.za
- NOTE** : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ASD: D&E AMBA". 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).

POST 23/89 : **ASSISTANT DIRECTOR: ECONOMIC ANALYSIS AND ECONOMETRICS**
REF NO: ASD: EA&E

SALARY : R468 459 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) in Economics / Econometrics or equivalent / related as recognised by SAQA. Postgraduate qualification in Economics Econometrics will be considered an added advantage. 3 years of relevant experience as an economist with a specialisation in economic analysis. Sound knowledge of econometrics and economic research. Knowledge of economic and financial analytical techniques. Training in MS Office packages, Project Management and Valid drivers' licence. Have proven competencies: Communication (verbal and written), Problem solving, Attention to detail, Customer service, Planning and organising skills, Project Management, Analysis of Mathematical / Statistical / Econometric Models and Data Techniques and Report writing.

DUTIES : Assist in developing policies and draft impact reports on sector developments in the economy and implications for growth and development. Collect and analyse financial and socio-economic data and advise MSMEs and Co-operatives. Develop economic guidelines, and standards and prepare points of view used in forecasting trends and formulate economic policy. Develop statistical and econometric models for forecasting and analyse market trends. Conduct economic research. 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) 394-5286/43097

APPLICATIONS : Candidates must submit applications to recruitment3@dsbd.gov.za
NOTE : Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ASD: EA&E" 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).

POST 23/90 : **OFFICER: VALUE CHAIN SUPPORT REF NO: O:VCS**

SALARY : R397 116 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's Degree (NQF 7) in Economics / Business Management or equivalent / related as recognised by SAQA. Minimum of 1 year experience in Economic / Localisation / Value Chain analysis environment. Knowledge of relevant government programmes and policies. Training in MS Office packages / Project Management / Office Administration / Management. Valid drivers' licence will be considered an added advantage. Have proven competencies: Standard Analytical Thinking (Technical), Standard Attention to detail (Core), Communication (verbal and written), Standard Creative Thinking and Problem Solving- proficiency in data collection, analysis and interpretation, Standard Judgement of Analysis (Technical), Standard Project Management (Core) and Standard Service delivery and innovation.

DUTIES : Conduct research on factors impacting the development and growth of market value chains, inclusive of but not limited to: Gathering information that will support the entry and growth of small enterprises in priority sectors. Develop and review (under supervision) policies and strategies that will support the entry and growth of MSMEs in the prioritised and designated sectors of the economy. Conduct Value Chain analysis in respect of products manufactured by MSMEs and Co-operatives the sub sectors aligned to the localisation policy as well as identifying bottlenecks, inefficiencies, and opportunities for streamlining process and improving service delivery. Coordinate stakeholder engagements, verify supporting documents and collate data provided by MSMEs and ascertain their capability and capacity to supply the market. Assist in managing the DSBD partnership implementation plans. Communicate with

		stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions etc.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	Candidates must submit applications to recruitment5@dsbd.gov.za
<u>NOTE</u>	:	Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: O: VCS" 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).
<u>POST 23/91</u>	:	<u>ASSET OFFICER REF NO: AO</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A Grade 12 certificate. National Diploma (NQF6) or Bachelor's Degree (NQF7) in Asset Management / Purchasing Management / Logistics Management or equivalent / relevant related as recognised by SAQA. 1-year relevant working experience in Asset Management environment. Knowledge of SCM systems (LOGIS and BAS) will be considered an added advantage. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Have proven competencies in: Communication (Verbal and Written), a Interpersonal relations, Planning and organising, Computer skills and Flexibility.
<u>DUTIES</u>	:	Render Asset Management support inclusive of but not limited to receiving of all movable assets, performing quantity and quality control, allocation of inventory and bar coding of assets, checking and issuing of furniture, equipment and accessories to components and individuals, conducting asset verification according to prescribed time frames and compile reports on the state of assets etc. Capture asset information on the inventory list (room list) and issue asset and inventory list (room list) to asset holder. Compile, maintain records (e.g asset records/databases), verify and update asset register. Communicate with stakeholders, clients, management & colleagues: Inform, guide and advise departmental employees on asset management matters.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>NOTE</u>	:	Candidates must quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: AO" 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