

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. 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: ASD: R&LEDC"
- CLOSING DATE** : 22 August 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 POST

- POST 28/133** : **ASSISTANT DIRECTOR: REGIONAL & LOCAL ECONOMIC DEVELOPMENT COORDINATION "REF NO: ASD: R&LEDC"**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF7) in Development Studies / Accounting Sciences / Agriculture & Environmental Sciences / Economic & Management Sciences / Human Sciences / Science / Public Administration / Engineering & Technology or equivalent / related as recognised by SAQA. 3 years relevant experience in Regional and Local Economic Development Environment. Valid drivers' licence. Have proven competencies: Communication (Verbal and Written), Planning and organising, Analytical Thinking and Problem-Solving, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Service delivery and innovation, Networking and Project Management.
- DUTIES** : Review research aimed at identifying key challenges, needs and trends in Local Economic and Regional Development. Collaborate with relevant stakeholders to ensure alignment and integration of small business development support to enhance support at local and regional. Provide technical and administrative support service during working groups and facilitate implementation of resolutions on unlocking of barriers and management issues. Promote the role of local government in LED and Regional Development in line with the District Development Model (DDM) and other applicable policies and frameworks inclusive of but not limited to: (strengthening the role of state entity in partnership arrangements, clarifying the role of the private sector in contributing to and participating in partnership-driven initiatives). 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

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).