

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** : 04 May 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : 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, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right 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 12/71** : **ASSISTANT DIRECTOR: DESIGNATED GROUPS AND PRIORITY SECTORS "REF NO: ASD: DG&PS"**
- SALARY** : R468 459 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF 7) in Public Administration / Public Management /Business Management /Social / Human Science / Psychology/ Gender Studies / Youth Studies or equivalent / related as recognised by SAQA. Minimum of 3 years' experience in monitoring and evaluation of designated groups (Women, Youth, and Persons with disabilities). Computer Literacy, Certificate in Monitoring and Evaluation and Certificate in Project Management. Have proven competencies in: Communication (Verbal and Written), Problem solving and data analysis skills, Planning and Organising Skills, Report writing skills, Project management skills, Performance reporting and Monitoring skills, Interpersonal skills, Stakeholder relations and Negotiation skills.
- DUTIES** : Provide inputs towards the development of measurable indicators on designated groups, monitor implementation and report on performance in respect of the designated groups (Women, Youth, and Persons with Disabilities) and their participation in the priority sectors. Develop a draft data management procedure for the acquisition of information for timeous reporting and validation purposes. Gather data and provide a preliminary assessment of the department's performance and progress towards achievements of its set five-year targets of the designated groups including baseline data gathering. Conduct preliminary midterm and end-of-term assessments of the department's performance and progress towards achieving its set five-year targets of the designated groups. Coordinate reporting and feedback session on performance in respect of designated groups with internal stakeholders. Provide inputs towards the development of corrective action plans in relation to the designated groups. Communicate with stakeholders, clients,

		management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
<u>APPLICATIONS</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. 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: ASD: DG&PS"
<u>POST 12/72</u>	:	<u>OFFICER: INTERGOVERNMENTAL RELATIONS: "REF NO: OIGR</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Public Administration / Political Science / Development Studies or equivalent / related as recognised by SAQA. Undergraduate qualification (NQF7) in Public Administration / Political Science / Development Studies or equivalent / related as recognised by SAQA will be considered an added advantage. 1 Year experience in Intergovernmental Relations, Public Sector Coordination, Policy Support or a related environment. Training in Computer literacy. Have proven competencies: Communication (Verbal and Written), Problem-Solving and analytical skills, Planning and Organising Skills, Interpersonal skills and stakeholder relationship management, data collection, analysis and interpretation, Negotiation and facilitation skills, diplomacy and professional judgement and Project and Programme support skills.
<u>DUTIES</u>	:	Provide Intergovernmental Coordination and Support Service inclusive of but not limited to: Providing operational and administrative support to Department of Small Business Development hosted Intergovernmental Relations structures, assisting with tracking commitments, resolutions and action items arising from Intergovernmental Relations platforms etc. Conduct desktop research on Intergovernmental Relations frameworks and practices. Provide support during the development and updating of Intergovernmental Relations related Standard Operating Procedures, reporting templates and tools. Collect, compile and consolidate information on the status of MSME support initiatives across all spheres of government. Maintain records and evidence to support reporting, monitoring and audit requirements. Provide general administrative support to the Intergovernmental Relations Directorate inclusive of but not limited to: Minute taking during meetings and stakeholder engagements, compilation of meeting packs, agendas and resolutions and logistical coordination for meetings, workshops and events. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Assist with organising and coordinating stakeholder engagements, information sessions and outreach activities.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097
<u>APPLICATIONS</u>	:	The Department of Small Business Development is committed to the pursuit of diversity and redress. 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: OIGR"