

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** : 11 September 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 and 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 31/69** : **ASSISTANT DIRECTOR: MARKET ACCESS SUPPORT "REF NO: ASD MAS"**
- SALARY** : R487 197 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A Bachelor's Degree (NQF level 7) in Economics / Business Management / Development Studies / Development Finance/ Retail Business Management/ or equivalent / related as recognised by SAQA. A minimum of three (3) years' experience at a Functional Specialist level in Enterprise Development / Supplier Development / Market Access Support/ Value Chain Environment and related fields. Knowledge of Market access and enterprise development principles, Sound knowledge of the Public Procurement Act, 2024 (Act No. 28 of 2024), Understanding of the National Small Enterprise Act and the MSME development ecosystem, knowledge of small enterprise development policies and programmes, understanding of the Preferential Procurement Framework, knowledge of government planning, monitoring and reporting frameworks, understanding of public sector governance and accountability frameworks and Knowledge of monitoring, evaluation and performance information management. The candidate must possess the following skills and competencies: Project and programme management, Research, analysis and report writing, Stakeholder engagement and partnership management, Planning, organising and coordination, Communication and Presentation skills, Research, Statistical analysis. Service Delivery Innovation, Client orientation and customer focus. Additional requirements include computer literacy (MS Office 365 Packages), Post graduate qualification in Economics / Business Management / Development Studies / Development Finance/ Retail Business Management/ equivalent or related qualifications as recognised by SQA and a valid driver's licence.
- DUTIES** : Conduct research and feasibility assessments on products, industries, market requirements, trends, digital commerce opportunities, and sector performance

to identify viable growth, diversification, value-addition, and new business opportunities for MSMEs. Provide advice to small enterprises in respect of market opportunities, marketing information and market linkages. Develop methods and models to link small enterprises to domestic markets. Support the development and implementation of systems, platforms, and applications that connect small enterprises with market opportunities. Design and implement localisation and digital enterprise development initiatives, including enterprise networks, digital technologies, and market participation systems, to enhance local production, productivity, competitiveness, and market access for small enterprises. Draft correspondence, reports, presentations, and policy submissions; provide technical advice and stakeholder presentations; and support awareness and capacity-building initiatives to promote MSME growth, market access, and participation in the digital economy.

EENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/43097

APPLICATIONS : 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: ASD MAS"

POST 31/70 : **ADMINISTRATOR "REF NO: ADMIN" (X3 POSTS)**

SALARY : R280 278 per annum

CENTRE : Pretoria

REQUIREMENTS : National Senior Certificate or equivalent. NQF level 6 (Diploma/Advanced Certificate) in Business Studies /Development Studies / Public Management / or equivalent / related as recognised by SAQA. Minimum of 1 year of administrative experience. Knowledge of the Public Service Legislative Framework, Office administration and records management and Digital collaboration platforms. The candidate must possess the following skills and competencies: Planning and organising and the ability to work independently. Service Delivery orientation, Attention to detail, accountability, and the ability to operate across digital and manual systems during transformation phases. Additional requirements include computer literacy (MS Office 365 Packages).

DUTIES : Provide administrative support in office-based and remote environments, including coordinating virtual, hybrid, and in-person meetings. Manage diaries, correspondence, document workflows, and records, ensuring accuracy, compliance, and accessibility while supporting digital transformation initiatives. Prepare agendas, minutes, reports, and presentations, and provide procurement, travel, and logistical support in accordance with approved procedures and delegations. Maintain compliant filing and records management systems and support data capturing, reporting, and stakeholder communication to ensure effective and efficient operations. Provide entry-level support to core and technical functions under supervision to develop skills and organisational knowledge. Assist with research (introductory research and literature searches), information gathering, data capturing, and the consolidation of findings. Support basic frontline service delivery activities, including client intake, scheduling, enquiry logging, and referrals in line with approved procedures. Assist with the preparation of briefing notes, dashboards, templates, and routine reports, while participating in rotational and ad hoc assignments across core business areas. Apply approved policies, SOPs, and service standards, and escalate complex matters to designated officials in accordance with delegation and accountability frameworks.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office on Tel No: (012) 394-5286/3097

NOTE : Preference will be given to persons with a disability and youth in line with the department's EE plan. Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: ADMIN"

POST 31/71 : **FOOD SERVICE AID "REF NO: FSA"**

SALARY : R170 226 per annum

CENTRE : Pretoria

- REQUIREMENTS** : NQF level 1 or 2 (Abet level 2 certificate or equivalent). Have proven skills and competencies: Ability to read and write, Basic food preparation knowledge, Basic Hygiene principles, Ability to operate food service equipment and Interpersonal skills.
- DUTIES** : Clean and keep stock of kitchen utensils and equipment. Provide catering support services inclusive of but not limited to: Preparing food, snacks, and beverages (water, hot and cold beverages), confirm/update boardroom bookings, serving food and beverages, responsible for food supplies and report waste and losses and maintaining quality control measures of all food provided. Apply hygiene, safety measures, responsible for cleaning materials and supplies and removal of garbage disposal.
- 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 must submit applications to recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line when applying i.e. "REF NO: FSA"