

ANNEXURE O

THE 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** : 14 October 2022 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. All shortlisted candidates for SMS and/or MMS (MMS optional) posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment. 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. 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). 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/dpsa2q/vacancies.asp>.

OTHER POSTS

- POST 37/101** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT & AUXILIARY SERVICES. REF NO: ASD FM&AS**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 9)
: Pretoria
: National Diploma on NQF 6 or Bachelor's degree on NQF 7 in Property / Facilities Management / Accommodation Management / Building Science as recognised by SAQA. Possess a minimum of 3 - 5 years' experience in Property / Facilities / Accommodation Management. Have knowledge of computer literacy (MS Office Packages & LOGIS), project management and customer services. A postgraduate in facilities management / accommodation management / built environment will be an added advantage. Have a valid driver's licence & OHS Certification. Demonstrate competence in Communication (Verbal & written), planning & organising, attention to detail, interpersonal skills and analytical & problem solving.
- DUTIES** : Implement policies, protocols, norms, standards, procedures, strategies for facilities management. Implement accommodation plans in line with Government Immovable Asset Management Act (GIAMA) & space norms and standards inclusive but not limited to: Preparation and allocation of office accommodation, allocation of office furniture, equipment, appliances & related resources, coordination of parking allocation & audits, supervise replacement, maintenance & movement of office furniture, equipment, & appliances and liaising with DPWI and landlords on leasing matters. Monitor implementation of the maintenance plan for office buildings in compliance with OHS Regulations (e.g. conduct building inspections, develop maintenance & repair plan & coordinate repairs by landlord & service providers, coordinate cleaning, hygiene & pest control services and implementing disaster recovery and continuity plans). Supervise facilities management services (hospitality, messenger, chauffeur, delivery services & procurement of related resources such as procurement, provision, installation & servicing of office equipment,

housekeeping & subscription services, coordinate trip requests & keep records), maintaining related contracts and agreements. Communicate with stakeholders, clients, management & colleagues: Written, Verbal & formal presentations / workshops / information sessions.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/1440

NOTE

: 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 FM&AS"