

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** : 09 December 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/dpsa2g/vacancies.asp>

MANAGEMENT ECHELON

- POST 45/177** : **DIRECTOR: LEGAL SERVICES "REF NO: DIR: LS"**
- SALARY** : R1 105 383 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Senior Certificate, Undergraduate qualification (NQF level 7) LLB Degree and any related fields as recognised by SAQA. 5 years relevant experience in the legal environment at a Middle or Senior Managerial level. Masters / Post Graduate Degree / Diploma in Law (admission as an attorney or advocate of the bar council) will be added advantage. Experience in providing legal advice, drafting of legal opinions, and negotiating, scrutinizing, drafting, and editing legal documents and/or contracts. Advanced knowledge of South African Constitutional Law, Administrative Law, Law of Contract, Interpretation of Statutes, Planning and Development Law, Civil Litigation and Mediation, Public Service Act and Regulations, Public Finance Management Act, National Treasury Regulations, Promotion of Access to Information Act, Promotion of Administrative Justice Act. Protection of Personal Information Act. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (<https://thensg.gov.za/training-course/sms-pre-entry-programme>). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).
- DUTIES** : Manage the development of generic contracting terms for SMMEs (including payment terms). Manage the drafting and amendment of legislation and legal instruments and lead the team in the establishment and management of Ombuds office. Manage drafting and negotiation of agreements inclusive of but not limited to (Negotiate and draft model funding agreements, participate in negotiations for bilateral and multilateral agreements and draft agreements,

		provide advice on the drafting and monitoring of service level agreements, monitor implementation of service level agreements and /or memoranda of understanding and report on implementation thereof and manage the repository of legal agreements. Manage the provision of sound legal advice, opinions, and litigation support to the department. Execute all administrative legal actions to ensure compliance. Manage and ensure effective and efficient utilization of financial, human, physical resources in line with applicable legislation. Communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
<u>NOTE</u>	:	Candidates must submit applications to recruitment1@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DIR LS"
<u>POST 45/178</u>	:	<u>DIRECTOR: RISK MANAGEMENT & INTEGRITY MANAGEMENT "REF NO: DIR: R&IM"</u>
<u>SALARY</u>	:	R1 105 383 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate, Undergraduate qualification (NQF level 7) in Risk Management / Internal Audit/Forensic Audit and any related fields as recognised by SAQA. 5 years relevant experience at a Middle or Senior Managerial level in Risk Management, Forensic Audit, Internal Audit and/or Ethics environment. Knowledge of Public Finance Management Act, treasury regulations, public service regulatory framework, public sector risk management framework. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).
<u>DUTIES</u>	:	Manage the provision of enterprise risk management services. Manage and drive the development and monitoring of implementation of business continuity plan. Manage and facilitate the implementation of code of conduct e.g. remunerative work and gift register and source forensic audit services. Manage efficient and effective internal anti-corruption and fraud prevention systems. Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
<u>NOTE</u>	:	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: DIR: R&IM"
<u>POST 45/179</u>	:	<u>DIRECTOR: FINANCIAL ADMINISTRATION "REF NO: DIR: FIN ADMIN"</u>
<u>SALARY</u>	:	R1 105 383 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate, Undergraduate qualification (NQF level 7) in Finance / Cost Management as recognised by SAQA. 5 years relevant experience at a Middle or Senior Managerial level in Financial Accounting / Financial Administration Environment. Knowledge of applicable legislative and regulatory framework. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).

<u>DUTIES</u>	:	Manage the development and monitor the implementation of financial administration and accounting policies, systems, and process. Manage the provision of salary administration services inclusive but not limited to (certification of payroll and processing of employee costs, advances, claims and transfers). Manage the provision of expenditure and general payment services (financial revenue, expenditure management and accounting, provision of asset liability and debt management services and provision of revenue, collection, sourcing, reconciliation, accounting, and reporting services). Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
<u>NOTE</u>	:	Candidates must submit applications to recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DIR: FIN ADMIN"
<u>POST 45/180</u>	:	<u>DIRECTOR: SECURITY, FACILITIES MANAGEMENT & AUXILIARY SERVICES "REF NO: DIR: SFM&AS"</u>
<u>SALARY</u>	:	R1 105 383 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Senior Certificate, Undergraduate qualification (NQF level 7) in Safety and Security, Risk / Facilities Management/Build Environment/ Property Management and any related fields as recognised by SAQA. 5 years relevant experience in the field of Safety, Physical Security, Security vetting, Building / Facilities or Accommodation Management at a Middle or Senior Managerial level. A compulsory pre-entry into the Senior Management Service Certificate from the National School of Government will be required before assumption of duty (https://thensg.gov.za/training-course/sms-pre-entry-programme). Have proven competencies: Strategic Capability & Leadership (Core Managerial), Programme & Project Management (Core Managerial), Financial Management (Core Managerial), Change Management (Core Managerial), Communication (Process), Client orientation and customer focus (Process), Problem solving and analysis (Process) and Service Delivery Innovation (Process).
<u>DUTIES</u>	:	Manage the provision of security and work environment management services. Manage the implementation of security operating measures amongst others but not limited to: Render security services for the department (e.g. access control, key control, etc) and investigations on security breaches. Manage the provision of conducive working environment service in terms of Occupational health and safety act. Manage the provision of facilities management for the department (infrastructure maintenance, refreshment, refectory, cleaning, and transport services). Manage and ensure effective and efficient utilisation of financial, human, and physical resources of the Directorate in line with applicable legislation and communicate with colleagues and stakeholders (internal and external) (written, verbal and formal presentation).
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office on Tel No: 012 394 5286/3097
<u>NOTE</u>	:	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: DIR: SFM&AS"