

ANNEXURE O

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** : 11 November 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 41/137** : **DEPUTY DIRECTOR - GENERAL: SECTOR POLICY AND RESEARCH REF NO: DDG - SPR**
- SALARY CENTRE** : R1 544 415 per annum (Level 15)
: Pretoria
- REQUIREMENTS** : A Senior Certificate, an undergraduate qualification (NQF level 7) as recognised by SAQA in Economics / Commerce / Entrepreneurship / Business Administration / Business Management / Social Science (Development Studies) or equivalent and a post graduate qualification (NQF level 8) as recognised by SAQA in Economics / Commerce / Business Leadership / Business Administration. Possess a minimum of 8-10 years of experience at a senior managerial level, 5 of which should be in the Small Enterprise Development sector and evidence of research output and or publications on SMME development or related field. 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>). Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act and the National Development Plan. Demonstrate creative problem solving, critical thinking and strategic thinking in a complex setting, sound decision-making in an agile and ambiguous environment, skilfully communicate with stakeholders from diverse backgrounds and deliver relevant information and display market knowledge and social intelligence.
- DUTIES** : Provide direction and leadership in the establishment of sector policy mechanisms, frameworks and guidelines to promote coherence in the establishment, growth and sustainability of Co-operatives and SMMEs. Lead initiatives that provide for credible business intelligence and inform future paths for the SMME and Co-operatives landscape. Promote evidence-based research services to direct sector thought leadership and monitor and evaluate enterprise competitiveness support programmes and projects. Drive and

advocate for a policy and legislative environment that reduces red tape and regulatory burdens and prioritise ease of doing business for SMMEs and Co-operatives and monitor and evaluate implementation thereof across the 3 spheres of Government. Champion initiatives that will increase the development, participation, competitiveness and sustainability of small-scale manufacturers within key industries. Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the Branch. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.

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 recruitment2@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DDG - SPR"

POST 41/138 : **DEPUTY DIRECTOR - GENERAL: INTEGRATED CO-OPERATIVES & MICRO ENTERPRISE DEVELOPMENT REF NO: DDG - ICMED**

SALARY CENTRE : R1 544 415 per annum (Level 15)
: Pretoria

REQUIREMENTS : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Commerce / Entrepreneurship / Economics / Business Management / Business Administration; and Social Science (Development Studies) or equivalent and a post graduate qualification (NQF level 8) as recognised by SAQA in Commerce / Entrepreneurship / Economics / Business Administration or Leadership / Social Science or equivalent. Possess a minimum of 8 - 10 years' experience at a senior managerial level of which 5 should be in the in the Co-operatives and / or SMME Sector. 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>). Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act and the National Development Plan. Demonstrate sound decision-making that provides for integration and sustainability in an agile and ambiguous environment. Think on a multi-dimensional level that is forward thinking and interchange between levels of problem solving and strategic thinking, critically evaluate development issues and communicate relevant plans to a diverse audience and display market knowledge and social intelligence.

DUTIES : Provide direction in the development of informal businesses, micro enterprises and Co-operatives into sustainable enterprises that can provide employment and contribute to economic growth. Build strategic partnerships that promotes greater awareness of DSBD offerings and that supports local and international market linkages and grow market value chains. Drive the development and implementation of SMMEs and Co-operatives through focussed localisation initiatives / programmes. Drive provision of development support to vulnerable enterprises located in rural and in township areas. Lead activities that support provision of business infrastructure services to small businesses, co-operatives and the informal sector. Communicate with internal and external stakeholders and lead strategic discussions without compromising the integrity of the Department and that of the Public Service. Inform and institutionalise effective, efficient and ethical management of strategic relationships (stakeholder management). Set norms and standards, identify weaknesses and gaps in service delivery and promote the development and implementation of innovative opportunities to improve service delivery for the Branch. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.

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: DDG - ICMED"

POST 41/139 : **DEPUTY DIRECTOR - GENERAL: ENTERPRISE DEVELOPMENT, INNOVATION & ENTREPRENEURSHIP REF NO: DDG - EDIE**

SALARY : R1 544 415 per annum (Level 15)
CENTRE : Pretoria

REQUIREMENTS : A Senior Certificate and an undergraduate qualification (NQF level 7) as recognised by SAQA in Commerce / Economics / Business Leadership / Business Administration / Social Science (Political Science / Development Studies); or equivalent and a post graduate qualification (NQF level 8) as recognised by SAQA in Economics / Business Leadership / Business Administration / Entrepreneurship / Social Science (Political Science / Development Studies). Possess a minimum of 8-10 years of experience at a senior managerial level, 5 of which should be in the Enterprise / Entrepreneurship Development sector. 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>). Demonstrate knowledge of the Constitution, Public Service Act, Public Administration Management Act, Public Finance Management Act, and the National Development Plan. Think on a multi-dimensional level and interchange between creative problem solving, critical thinking and strategic thinking, demonstrate sound decision-making that does not hamper policy implementation in an agile and ambiguous environment, communicate with stakeholders and government decision makers from diverse backgrounds and display market knowledge and social intelligence.

DUTIES : Drive transformation of the economy through policy instruments and advocate for the inclusion of SMMEs and Co-operatives in the mainstream economy. Exercise oversight in the implementation of all initiatives by the DSBD Agencies to ensure integrated business support to SMMEs and Co-operatives. Build strategic partnerships that provides for innovative and an integrated approach in advancing the competitiveness of SMMEs and Co-operatives (single point of entry and District Development Model). Lead and coordinate interventions for the provision of an entrepreneurship development and support service infrastructure by government in general and the Department in particular. Communicate with internal and external stakeholders and lead strategic discussions without compromising the integrity of the Department and that of the Public Service. Lead, inspire and assume responsibility for branch operations, financial, human and physical resources.

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 recruitment4@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: DDG - EDIE"

OTHER POST

POST 41/140 : **PARLIAMENTARY AND CABINET SUPPORT REF NO: MIN PARL SUPP**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY : R744 255 per annum (Level 11)
CENTRE : Pretoria

REQUIREMENTS : An appropriate undergraduate degree or equivalent qualification on NQF level 7. Minimum of 3-5 years' experience at management level. Possess knowledge on Minister's operations. Have proven management competencies, with broad knowledge and understanding of the functional areas covered by the EAs portfolio and working knowledge of the political and parliamentary processes in South Africa. Competencies required are applied strategic thinking, citizen focus and responsiveness, impact, and influence, managing interpersonal conflict and resolving problems, networking and building bonds and project management.

DUTIES : Provide Parliamentary administrative support to the Minister. Act as a linkage between Parliament, Parliamentary Committees, Study Group, MANCO, Caucus etc, on behalf of the Minister. Ensure all parliamentary documents and related submissions are finalised on time and submitted to various Committees in Parliament. Ensure parliamentary briefing notes and supporting documents are prepared on time and of good quality. Ensure effective handling of

enquiries from Members of Parliament on Department policies, programmes, and related activities. Manage all correspondence through tracking, content accuracy and timeliness responses. Attend to Parliamentary questions and ensure timeous submission of responses to parliament. Oversee proper functioning of the Constituency office and liaise with role-players in the constituency of the Minister. Resolve or refer requests received from stakeholders in the constituency for finalisation. Follow-up and monitor referred requests and actions agreed upon. Identify critical projects in the constituency and the district where minister is a champion of DDM.

ENQUIRIES

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

NOTE

: 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: MIN PARL SUPP"