

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** : 12 September 2025 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. 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 and appointment will be in line with 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>

OTHER POSTS

- POST 31/90** : **OFFICER: BUSINESS INFRASTRUCTURE "REF NO O:BI"**
- SALARY** : R397 116 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF level 6) in Development Studies /Economics / Commerce / Project Management / Property Development / Business Development or equivalent / related as recognised by SAQA. Bachelor's degree (NQF level 7) in Public Admin / Economics / BCom / Project Management / Property Development / Business Development and valid drivers' licence will be considered an added advantage. Minimum of 1 year experience in Business Administration / Infrastructure / Development Finance / Project Management / Construction / Property Development / Commercial Property / Incentives environment. Training in MS Office packages / Project Management. Have proven competencies: Communication (Written and Verbal), Programme & Project Management, Financial Management, Client orientation and customer focus, Interpersonal skills, Problem solving and analysis and Service Delivery Innovation.
- DUTIES** : Conduct secondary research on existing under-utilised state owned property for possible access by small businesses and identify distressed properties for potential acquisition. Contribute to the review of policies and systems required for improving infrastructure access for all small businesses within the formal and informal sector inclusive of but not limited to: providing inputs into the design of guidelines and standard operating procedures (SOPs) guiding the Business Infrastructure programme, assist in developing database and report on business infrastructure acquisition etc. Identify risks and gaps on mechanisms aimed at improving access to business infrastructure by small businesses, inclusive of but not limited to (MSME hubs, shared infrastructure, repurposed containers, pop-up markets, rehabilitation and occupancy certificates, refurbishment and development). Consolidate directorate's financial and non-financial status and/or project progress reports on support provided to small businesses related to access to infrastructure. Provide secretariat support services during adjudication committee meetings (planning, preparing meeting packs and agenda). Communicate with stakeholders,

		clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions etc.
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	The 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). Candidates must submit applications to recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO O:BI"
<u>POST 31/91</u>	:	<u>OFFICER: RED TAPE REDUCTION "REF NO: O: RTR"</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF6) in Economics / Public Administration / Developmental Studies / Social Science / Business Management or equivalent / related as recognised by SAQA. Minimum of 1 year administrative experience in stakeholder consultation environment with specific focus on communication techniques. Training in MS packages, Policy Development and Project Management. Have proven competencies: Communication (written and verbal), Interpersonal skills, Attention to detail and Problem Solving, Project Management, Stakeholder Engagement, Service delivery and innovation, Networking, Programme Design and Delivery and Client orientation and customer focus.
<u>DUTIES</u>	:	Conduct research on impacting factors in support of policy or programme development inclusive of but not limited to: Desktop research, literature review and primary research (research design, survey design, data collection and analysis) Liaise with stakeholders across government to share best practices and collect status updates on red rape reduction initiatives. Provide support and contribute to the development of mechanisms, tools, programmes or improvement of concepts, theories and operational methods for Entrepreneurs and MSMEs inclusive of but not limited to: Development of SOPs, templates, database maintenance etc. Conduct performance monitoring inspections to determine compliance. Communication with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Provide general administrative and logistical support to the business unit in respect of minute taking during stakeholder meetings, logistical support during events / workshops / meetings and procurement of goods and services ((catering, venues, etc).
<u>ENQUIRIES</u>	:	Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
<u>APPLICATIONS</u>	:	The 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). 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: O: RTR"
<u>POST 31/92</u>	:	<u>JOB ANALYST "REF NO: JA"</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	National Diploma (NQF 6) in Behavioural or Social Sciences (e.g. Industrial Psychology) / Management Sciences or equivalent / related as recognised by SAQA. Organisational Design / Work Study / Production Management or related qualifications will be considered an added advantage. Minimum of 2 years' relevant experience in Organisational Design and Work Study or related. Training in Microsoft office packages, Business Process Mapping and Visio, Job Evaluation and PERSAL Establishment would be considered an added advantage. Competencies in: Communication (verbal & Non-Verbal), Creative Thinking, Decision Making, Problem Analysis, Attention to detail and Planning and organising skills.
<u>DUTIES</u>	:	Conduct organisational design investigations. Develop job descriptions. Conduct Job Evaluation inclusive of but not limited to: identifying and

prioritising jobs to be evaluated, job evaluation interviews, grading of jobs. Conduct posts audit and update post information on Persal in line with structure changes. Provide support to the JE panel and serve as a secretariat. Provide general administrative support service to the organisational design business unit. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.

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APPLICATIONS

: The 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). 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: REF NO: JA"