

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. The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: PA"
- CLOSING DATE** : 20 March 2026 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, 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 POST

- POST 08/353** : **PERSONAL ASSISTANT "REF NO: PA"**
- SALARY** : R325 101 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Secretarial Diploma or equivalent qualification as recognised by SAQA. Minimum of 3 years' administrative experience in office management, secretarial or administration environment (experience in rendering support service to senior management). A B Degree in Office Practice, Secretarial Studies or Business Administration will be an added advantage. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration. Computer literacy (MS Office Packages and Microsoft Teams). Have proven competencies: Communication skills (oral and written) and interpersonal skills, Administrative and secretariat skills, problem solving and decision support, confidentiality, ethics and professionalism, digital literacy and systems proficiency and stakeholder management, coordination, planning, organisation and time management and financial and procurement administration skills and adaptability and resilience.
- DUTIES** : Provide a receptionist and front-line support services inclusive of but limited to receiving, screening, directing or prioritising telephone calls, emails and digital correspondence, clarifying instructions and accurately relaying messages etc. Scrutinize electronic documents and submissions to identify required actions, information gaps and supporting documentation for meeting. Collect, compile and organise meeting packs and briefing documents using electronic document management systems (EDMS). Manage and coordinate the Senior Manager's the diary using digital calendar systems, ensuring effective management and prioritisation. Coordinate travel arrangements (flights, accommodation, car rentals) through approved online travel management

systems and service providers. Manage the flow of information and correspondence to and from the Office of the Senior Manager through electronic workflows and digital filing systems. Provide budget inputs and supporting information to assist the Senior Manager with MTEF submissions and planning processes. Liaise with internal and external stakeholders through digital communication platforms to coordinate responses, action plans and progress updates. Communicate with the Ministry and the Office of the Director-General regarding submissions, reports and work-related correspondence required by the Senior Manager.

ENQUIRIES

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