



**small business
development**

Department:
Small Business Development
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE MINISTER

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CALL FOR NOMINATIONS TO SERVE AS MINISTERIAL APPOINTEE AS MEMBERS OF THE ADVISORY BODY

In terms of Chapter 2 of the National Small Enterprise Act, 1996 (Act No. 102 of 1996) as amended, the Minister must within a reasonable time, facilitate a process aimed at the establishment of an Advisory Body to represent and promote the interests of small enterprise as contemplated in the National Strategy for the Development and Promotion of Small Business in South Africa referred to in the definition of National Small Business Support Strategy.

Cabinet approved the National Integrated Small Enterprise Development (NISED) Strategic Framework in November 2022. Subsequently the Minister of Small Business Development promulgated NISED Strategic Framework in February 2023 as the National Small Business Support Strategy.

Section 3(2)(b) stipulates areas specific for the Advisory Body to advise the Minister on, namely:

1. Strategies to address identified market failures affecting the sector.
2. The impact of current and new legislation on small business.
3. National standards pertaining to small business development and regulation.
4. Measures to ensure the creation of physical business infrastructure through viable business sites.
5. The development of skills in all aspects of running a business.
6. Steps to be taken to create access for small business into value chains.
7. Constraints affecting the viability of the small business community.
8. Methods to liaise with the small business community to identify their needs.
9. Methods to monitor and influence the provision of support services to the small business sector.
10. Any other matter that the Minister may deem appropriate.

IMPORTANCE INFORMATION FOR CONSIDERATION BY NOMINEES

1. Introduction

- a) Section 3(1) of the Act of 1996 stipulates that the Minister must through an open and transparent process of consultation determine a constitution for the Advisory Body.
- b) The Advisory Body role and responsibility is to primarily advise the Minister.
- c) The Department of Small Business Development (DSBD) facilitated consultation on the proposed Advisory Body constitution and following inputs, submitted to Cabinet for approval.
- d) The constitution stipulates that the Advisory Body will consist of a minimum of seven (7) members, and a maximum of eleven (11) members. The Minister may appoint a maximum of two (2) members outside the stipulated nomination process provisioned in the constitution to ensure wider representativity. The two (2) appointees of the Minister must be within the maximum of eleven (11) members.
- e) The Advisory Body will subsume the role and responsibilities of the Co-operatives Advisory Council as provisioned in the Co-operatives Act, 2005 (Act No. 14 of 2005) as amended.

2. Criteria for nomination

- a) In accordance with the constitution, nominated members may include, but not limited to, person(s) with expertise and experience in the following areas:
 - i) Enterprise and supplier development.
 - ii) Small enterprise finance, including co-operative finance.
 - iii) Market access.
 - iv) Small enterprise, including co-operative policy and programme interventions.
 - v) Sectoral expertise from the seven (7) priority sectors of the SA industrial strategy.
 - vi) Product certification and/or product qualification.
 - vii) Entrepreneurship development.
 - viii) Expert in small enterprise research.

- b) These qualities should be demonstrated through at least one or all of the following:
 - i) Governance experience in the private or public sector.
 - ii) Experience at senior management level in organizations within the private or public sector.
 - iii) Holding senior positions in relevant professional areas including, but not limited to, market access including product certification, sector expert, financing, research, monitoring and evaluation, policy, entrepreneurship, co-operatives development, data analyst, enterprise and supplier development, legal, international trade, gender dynamics, incubation and business coaching and mentoring, regulatory environment
- c) While it is not expected that every member of the Advisory Body should possess all the relevant experience and skills, the nominees must demonstrate any attributes and/or above skills.
- d) Members must commit to participate in the deliberations of the Body or exercise any delegated function in the best interests of small enterprises, including co-operatives.

3. Mandate of the Advisory Body

- a) According to the constitution, the mandate of the Advisory Body is to represent and promote the interests of small enterprises, including co-operatives, as completed in the National Small Enterprise Act, 1996 (Act No. 102 of 1996) as amended as well as the Co-operatives Act, 2005 (Act No. 14 of 2005) as amended.

4. Remuneration

- a) Members will be remunerated in accordance with the Remuneration Policy of the Advisory Body, which will be in accordance with National Treasury guidelines on Remuneration Framework for Members of Statutory Bodies.

NOMINATION AND APPLICATION FORM FOR SUITABLE CANDIDATES TO BE PLACED ON THE DATABASE FOR POSSIBLE APPOINTMENT TO THE ADVISORY BODY

This section is to ensure that prospective Ministerial appointees comply with legislative and contractual requirements outlined in the National Small Enterprise Act, 1996 (Act No. 102 of 1996) as amended, the Co-operatives Act, 2005 (Act No. 14 of 2005) as amended and statutes of its constitution. The constitution is attached for ease of reference to the nomination form.

Nominee and member information will be kept strictly confidential.

The application form comprises three (3) sections.

Section 1: Nominee information.

Section 2: Advisory Body member qualifications. ¹

Section 3: Consent and declarations.

Note: Please complete all sections (including signing and dating the consent and declarations)

¹ At least national specialist with NQF level 8

1. Nominee Information

Title	
Surname	
Name	
Address	
Suburb	
Town/City	
Code	
Province	
Gender	
Date of birth	
Race	
Profession	
Highest academic qualification	
Are you a South African citizen	<input type="checkbox"/> Yes <input type="checkbox"/> No
If not, please state citizenship	
Have you served as advisory body/board/council member before	
If yes, please state the name of body/board/council and the period of appointment	

2. Advisory Body Member Qualifications

Institutional statutes contain grounds which disqualify persons from Advisory Body membership. Please answer the following questions to determine whether you are eligible for membership to the Advisory Body.

Have you been disqualified to act as a director in terms of the legislation regulating the governance of companies or removed from an office of trust by a court of law or similar tribunal or forum?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of an offence for which the sentence was imprisonment without the option of a fine?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been declared insolvent by a court of law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been declared unfit to attend to personal affairs by a court of law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you in the past been involved in activities that could call into question your reputation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a Member of Parliament or Legislature (provincial/national)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are there any real, perceived or potential conflicts of interest between your circumstances and any matters relating to any public institution? If yes, please specify the institution	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please also list any currently held board/Body/Council membership/directorship/trusteeship of any company, organization or trust. Include dates of commencement; if none held, please write. None		
Have you, in terms of your current work and/or other commitments, the capacity to diligently discharge your duties to the Body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
List any matters of which the Minister should be aware in considering your suitability for appointment		

3. Consent and Declarations

I,, hereby declare that:

- a) I give consent to the Department of Small Business Development to recommend my name to the Minister of Small Business Development for consideration and appointment to the Advisory Body.
- b) I disclose all my interests in matters relating to any public institution.
- c) The information provided in this form is accurate and not in any manner intended to misconstrue any of the requirements by the Department of Small Business Development or the Minister of Small Business Development.
- d) I acknowledge that the information provided on this form will be used by the Department of Small Business Development for the purposes of confirming my eligibility to serve as a member of the Advisory Body.
- e) I note that all information I provide will be held securely and kept confidential, except as may be required to be disclosed by law.

Signed:

Date:

Disclaimers

- Acknowledgement of the nomination does not mean acceptance as a candidate or appointment.
- The Minister reserves the right not to select any nominee as a candidate.
- Correspondence will be limited to short-listed candidates only.