

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.

CLOSING DATE : 22 November 2024 at 16h00. Applications received after the closing date will not be considered.

NOTE : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of African males, Coloured males or females, Indian females and White males will receive preference (as per the DSBD EE Plan). 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. 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>.

ERRATUM: Kindly note that the following post were advertised in the Public Service Vacancy Circular 40 dated 01 November 2024, Director: Financial Administration with "REF NO: DD FA" and Deputy Director: Assets, Logistics and Risk Management with "REF NO: DD ALR", The word Network was erroneously added to the requirements of the posts. The closing date is amended from 15 November 2024 to 22 November 2024.

OTHER POSTS

POST 41/57 : **DEPUTY DIRECTOR: RED TAPE REDUCTION REF NO: DD: RTR (X3 POSTS)**

SALARY : R849 702 per annum

CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree (NQF level 7) in Economics / Public Administration/ Developmental Studies/ Social Science / Business Management or equivalent / related as recognised by SAQA. Post graduate qualification in Law and Business processing Improvements / Research methods would be considered an added advantage. 5 years' experience at a functional specialist in developing regulatory frameworks / policy development / strategy / research. Functional experience at ASD level would be considered an advantage. Experience in regulatory reform, public policy, business environment or a related field. Proven track record in managing and implementing regulatory reform initiatives. Experience in policy analysis, development and implementation. Expertise in red tape reduction and regulatory reform for the MSMEs sector or business environment. Broader understanding of government regulations, laws and policies. Experience working with stakeholders, including government officials, businesses and civil society. Training in Ms Packages, Project Management and Valid drivers licence.

- Demonstrate competence in: Communication (verbal and written), Basic Strategic leadership, Intermediate Financial Management, Basic People Management & Standard Project Management, Advanced Analysis and Critical Judgement, Advanced Client orientation and customer focus, Advanced Stakeholder relations and Basic Networking, Standard Service delivery and innovation and Basic Programme Design and Delivery.
- DUTIES** : Develop and review Red Tape Reduction Action Plans at National, Provincial and Local government spheres from a regulatory perspective inclusive of but not limited to: (providing analysis on regulatory impediments affecting MSMEs, conducting research to provide policy options related to MSMEs sector, providing inputs on annual performance plans for the Directorate, developing and implementing national red tape reduction framework. streamlining government processes and procedures to ensure ease of doing business etc). Monitor implementation of Red Tape Reduction Action Plans and provide recommendations for improvement aligned to policy and legislation. Conduct business climate assessment inclusive of but not limited to: (Data collection via climate surveys / interviews / report review etc, Identify key factors that impact mission readiness and cohesion). Coordinate red tape reduction dialogues across the public and private sector and build trend analysis of key red tape related issues for MSMEs and Cooperatives. Conduct roll-outs awareness etc. Manage sub-directorate (Resources, Operations, Risks, Audits, Transversal Committees). Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/43097
- APPLICATIONS** : 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: DD FA" "REF NO: DD: RTR
- NOTE** : 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).
- POST 41/58** : **DEPUTY DIRECTOR: SECTOR SPECIFIC SUPPORT (PRIMARY) REF NO: DD: SSSP**
- SALARY** : R849 702 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Economics / Business Administration / Development Studies or equivalent / related as recognised by SAQA. Postgraduate in Economics/ Business Administration / Development Studies would be considered an added advantage. 3 years relevant experience in Economic Development sector with specific focus in Agriculture / Mining / Fisheries / Forestry / Environmental Management at a supervisory/managerial (ASD) level. Training in Ms Packages, Project Management and Valid driver's licence. Have competencies in: Communication (verbal and written), Problem-Solving and analysis, Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations, Negotiation skills and Research and Report writing.
- DUTIES** : Develop and review Red Tape Reduction Action Plans at Develop, review, promote policy frameworks and strategies to ensure the development, and maintenance of a comprehensive and tailor-made ecosystem for the sectors (Primary, Secondary and Tertiary). Conduct Research inclusive of but not limited to: (Conduct extensive research to inform decision making regarding support requirements within the economic value chain (Primary, Secondary and Tertiary), b)Benchmark and develop case studies against best practices in production processes (cultivation and production processes, storage and logistics, processing and manufacturing of products and services, packaging labelling and channelling finished products/services to market for consumption) in relation to sector strategies, policies, innovations and common practices etc). Identify challenges, gaps, performance, and trends regarding the implementation of deliverables of the Masterplan and propose solutions as well as report on implementation, progress and support provided across assigned areas. Develop and submit monthly, quarterly and annual reports on implementation and support provided across assigned areas. Manage the

		operations and resources of the sub directorate in line with relevant prescripts. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
<u>ENQUIRIES</u>	:	for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
<u>APPLICATIONS</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: "REF NO: DD: SSSP
<u>NOTE</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).
<u>POST 41/59</u>	:	<u>ASSISTANT DIRECTOR: SECTOR SPECIFIC SUPPORT (TERTIARY SECTOR) REF NO: ASD SSS TRS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Pretoria Bachelor's Degree (NQF level 7) in Economics, / Business Management/Development Studies/ Public Administration equivalent or related as recognised by SAQA. 3 years' experience in either one of the following sectors: Financial Services, Tourism, Retail & Wholesale, Transportation, Communication, Information Technology. Training in MS Office Packages, Advanced Management Development Programme and Project Management. A valid driver's licence is required. Postgraduate qualification in Economics, / Business Management/Development Studies/ Public Administration would be an added advantage. Have competencies in: Communication (verbal and written), Planning and Organising Skills, Project Management, Programme Design and Delivery, Interpersonal skills, Client orientation and customer focus, Stakeholder relations and Networking, Service Delivery Innovation, Basic Policy Development, Technical and business analysis and Small Business feasibility and viability assessments.
<u>DUTIES</u>	:	Conduct research aimed at: identifying best practices for the development of policies and strategies for sector development specific value chain (Tertiary Sector) in respect of Financial Services, Tourism, Retail & Wholesale, Transportation, Communication, Information Technology etc, conducting comparative studies between the available tools, policies, strategies, and programmes on the development of the sector master plan and programmes to assist in selecting the best fit for the South African Small Enterprise ecosystem. Draft policy and strategy implementation guidelines for sector development (Tertiary - Financial Services, Tourism, Retail & Wholesale, Transportation, Communication, Information Technology etc). Analyse programme designs models, programmes, instruments and guidelines for access to business infrastructure and Business Development Services support. Coordinate the piloting of new and improved sector development programmes and assist in other areas within the primary sector as and when required. Implement norms and standards, identify weaknesses, gaps in service delivery and implement innovative solutions to improve service delivery. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions.
<u>ENQUIRIES</u>	:	for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
<u>APPLICATIONS</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: ASD SSS TRS"
<u>NOTE</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).
<u>POST 41/60</u>	:	<u>ASSISTANT DIRECTOR: SECTOR WIDE MONITORING & EVALUATION (INTERNAL) REF NO: ASD SWMEI</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Pretoria An undergraduate qualification (NQF level 7) in Demography / Applied Statistics/ Research/ B. Com in Quantitative management equivalent or related

as recognised by SAQA. Postgraduate qualification in Monitoring & Evaluation would be an added advantage. 3 years' experience preferably in M&E/ Research/ Demography and Statistical analysis. Technical knowledge and proof of competencies in at least two of data analysis software for Quantitative such as SPSS, JMP, SAS STATA and for Qualitative analysis i.e Atlas.ti, MAXQDA, and or in Vivo. Technical knowledge and proof of competencies in data collection management, and quality assurance will be considered an added advantage. Extensive training in MS Office Packages (Excel, PowerPoint, PowerBI and Word) proof of competencies will be an added advantage. A valid driver's licence is required (willingness to drive for the purpose of data collection). Postgraduate certificate in Monitoring and Evaluation will be considered an added advantage. Have competencies in Communication (verbal and written), Research Report writing skills, Qualitative and quantitative research methods skills, Planning and Organising Skills, Presentation and facilitation skills, ICT governance and innovation skills, Monitoring and evaluation skills and Mathematical abilities.

- DUTIES** : Provide technical support in testing data against indicators and/or pre-determined objectives and in the automation, integration, and sharing of data for multiple user purposes, i.e., planning, reporting, and/or triangulation. Provide evaluation support inclusive of but not limited to: pre-testing of the data collection instruments to ensure the data generated responds to the key evaluation questions and prepares reports, provide preliminary inputs into the review and development of M&E frameworks, guidelines, and others based on the development in the M&E domain, participate in the data collection process at the level of monitoring and evaluation etc. Undertake routine monitoring (real-time) of data generated at level of intervention outputs and outcomes for preparation of independent performance reporting to promote public accountability and provide technical advice on the applicability and responsiveness of quantitative and qualitative data instruments proposed for monitoring and evaluation assignments. Supervise employees, manage performance, conduct, and discipline, provide on-the-job job training, and facilitate training and development of supervisees etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations/workshops / information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- APPLICATIONS** : 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: ASD SWMEI"
- NOTE** : 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).
- POST 41/61** : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: ASD IGR (X2 POSTS)**
- SALARY** : R444 036 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's degree (NQF7) in Public Administration / Political Science / Development Studies or equivalent/related as recognised by SAQA. 3 years' experience in the public sector preferably in intergovernmental relations and Stakeholder Management. Training in MS Office Packages. Project Management and valid driver's licence will be considered an added advantage. Have competencies in: Communication (verbal and written), Problem-Solving and analysis, Planning and Organising Skills, Interpersonal skills and Stakeholder relations, Data analysis and interpretation, Negotiation skills, Diplomacy and Project and Programme Management.
- DUTIES** : Provide technical support services in the development and review of policy and frameworks to support intergovernmental relations. Provide support on multilateral engagements, bilateral relations to promote SMME development across all spheres of government. Coordinate operations of intergovernmental structures across all spheres of government. Draft reports on status of SMME support across all spheres of government Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / workshops / information sessions. Coordinate and maintain relationships with various stakeholders within the IGR fora.

- ENQUIRIES** : for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- APPLICATIONS** : Candidates must submit applications to recruitment7@dsgd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying. i.e. "REF NO: ASD IGR"
- NOTE** : 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 DSGD EE Plan).