

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** : 25 October 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>.

OTHER POSTS

- POST 37/09** : **SENIOR LEGAL ADMIN OFFICER "REF NO: SLAO"**
- SALARY** : R556 356 – R1 314 666 per annum (MR- 6), In line with the OSD
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor of Laws (LLB) or 4 year recognised legal qualification as recognised by SAQA. Be admitted as an Attorney or Advocate of the Bar Council. Be in good standing with the Law Society of South Africa or the Bar Council of South Africa. Minimum of 8 years of appropriate/ recognisable legal experience within the legal field in the private and public sector from the date of minimum qualification. Be computer literate (MS Office Packages) and possess knowledge of the Legislative Framework on Litigation, and legislative drafting, advanced knowledge of contract negotiations and drafting, civil litigation, criminal procedure and practice, court rules and the South African legal system and the legal fraternity. Display competencies in legal interpretation of legislations, policies, and procedures within the public services, management of litigation skills, criminal procedure and practice skills, trial advocacy, analytical thinking skills, policy analysis and drafting, conflict resolution and research skills.
- DUTIES** : Research the applicability of legal principles and provide Legal Opinions. Draft legal documents and advise on hand or mentor juniors on drafting of legal documents that provide clear motivation/ justification for a particular position on the case. Determine if contracts are legally certain and whether they reflect the intention of the Department both financially and in terms of its mandate. Peruse and study drafts of proposed bills or amendments to bills, whilst advising and facilitating on the relevant legislative processes. Determine the factual and legal situation on the case initiated on behalf of or against the

- Department. Establish if the Department should litigate or defend the matter. Draft and / or edit legal correspondence on all legal administrative enquiries. Communicate with internal and external stakeholders on legal matters. Assign duties and responsibilities and manage individual performance within the sub-directorate.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097
- 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 recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: SLAO".
- POST 37/10** : **ASSISTANT DIRECTOR: INFORMAL & MICRO BUSINESS DEVELOPMENT "REF NO: ASD IMBD"**
- SALARY** : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Bachelor's degree (NQF 7) in Public Administration / Business Management / Development Studies / Economics or equivalent as recognised by SAQA. Minimum of 3 years' experience at a Functional Specialist level in informal sector and micro business support environment Have competencies: Problem Solving, Planning and Organising, Analytical Thinking, Interpersonal Skills, Client Orientation and Customer Focus, Stakeholder Relations, Service Delivery and Innovation and Networking. Be computer literate in MS Office Packages and possess a valid driver's licence.
- DUTIES** : Conduct research aimed at identifying best practices for programmes, instruments and projects that support Informal and Micro Business. Conduct comparison studies between the available tools on Informal and Micro Business development to assist in selecting the best fit for the South African ecosystem. Analyse existing programmes, designs, models, mechanisms, instruments and guidelines to keep abreast with latest models and mechanisms to ensure that informal and micro businesses remain competitive. Coordinate piloting of new and improved programmes in respect of livelihood support. Communicate with internal and external stakeholders through basic to complex correspondence such as response letters, emails, status reports, presentations, memos, submissions and give advice on procedural and technical related matters in respect of policies, procedures and strategies to ensure compliance. Coordinate workshops/ information sessions.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097
- 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: ASD IMBD"
- POST 37/11** : **ASSISTANT DIRECTOR: FUNDING SUPPORT "REF NO: ASD FS"**
- SALARY** : R444 036 per annum
CENTRE : Pretoria
REQUIREMENTS : Undergraduate qualification (NQF 7) in Economics / Finance / Commerce / Business Administration / Public Administration / Social Science or equivalent as recognised by SAQA. Minimum of 3 years' experience at a Functional Specialist level in Development Finance/ Economics / SMME Development / Corporate Finance environment. Training in MS Office Packages and Project Management. Valid driver's licence. Have proven skills and competencies: Communication (Verbal and Written), Analytical and Problem Solving, Attention to detail, Customer service, Planning and organising skills, Project Management.
- DUTIES** : Provide technical support in the collaboration with mandate owners (Agencies / National Departments / Private Sector) in respect of funding opportunities. Conduct research for the design and development of programmes and systems

- to support SMMEs and Coops. Monitor the implementation of priority programmes through agencies, partnerships (TREP) and internal DSBD programme. Conduct post disbursement site visits on ad-hoc basis. 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** : 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 recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: ASD FS"
- POST 37/12** : **OFFICER: ENTITY OVERSIGHT "REF NO: O EO"**
- SALARY** : R376 413 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF 7) in Accounting / Finance/ Economics or relevant Related/ Equivalent qualification as recognised by SAQA. Minimum of 2-3 years' experience in a Financial Management environment. Basic knowledge and insight of the Public Finance Management Act and Treasury Regulations. Post Graduate qualification in Accounting / Finance / Economics or relevant related qualification would be considered an added advantage. Computer Literacy (MS Office Packages). Have competencies in: Communication (Verbal and Written), Content analysis, Planning and organising, Interpersonal & Problem Solving, Teamwork, Basic numeracy and Accuracy.
- DUTIES** : Render a budget support service to public entities inclusive of but not limited to: (obtaining funding requests from public entities, requesting performance reports from public entities, preparing quarterly and annual analysis reports, facilitate evaluation of strategic and annual performance plans, facilitate development and finalisation of shareholder compacts, coordinating transfer of funds to public entities, assist with the analysis of the expenditure patterns and report on deviations against projections and budget, confirm funds before transfer of funds occurs etc). Perform general administrative functions, including performing secretariat services. Distribute budget documents. Maintain database and file documents according to departmental approved filing system. 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** : 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 recruitment6@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O EO"
- POST 37/13** : **OFFICER: BUSINESS DEVELOPMENT ENTREPRENEURSHIP "REF NO: O ENTREP" (X2 POSTS)**
- SALARY** : R376 413 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors Degree (NQF 7) Economics / Public Administration/ Development Studies / Business Management or equivalent as recognised by SAQA. Minimum of 3 years' relevant work experience in Entrepreneurship or Enterprise Development. Computer Literacy (MS Office Packages). Driver's licence would be an added advantage. Have proven skills and competencies: Communication (Verbal and Written), Analytical and Problem Solving, Attention to detail, Standard Service delivery and innovation, Planning and organising skills and Project Management.
- DUTIES** : Conduct research on impacting factors in support of Entrepreneurship Development inclusive of but not limited to: Desktop research, gathering information that will inform development of frameworks etc. Contribute to the

development and review of policies, strategies and implementation framework that supports entrepreneurship development: Develop SOPs, Templates and Database maintenance. Coordinate information requests from entrepreneurs regarding access to education, advocacy, innovation and appropriate technologies. Design programs to support youth owned businesses: implement and monitor youth support interventions, coordinate the submission of reports by implementation partners and keep records of submitted quarterly and annual reports. Provide general administrative support service to the entrepreneurship business unit. 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 : 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 recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: O ENTREP"

POST 37/14 : **OFFICER: RED TAPE REDUCTION "REF NO: O: RTR"**

SALARY : R376 413 per annum
CENTRE : Pretoria

REQUIREMENTS : Bachelor's Degree (NQF7) in Economics / Public Administration/ Developmental Studies/ Social Science / Business Management or equivalent as recognised by SAQA. Minimum of 2 years 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.

DUTIES : Conduct impacting factors in support of policy or programme development includes 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 SMMEs 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).

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

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: O: RTR"

POST 37/15 : **OFFICER: MARKET ACCESS "REF NO: MARK A"**

SALARY : R376 413 per annum
CENTRE : Pretoria

REQUIREMENTS : Bachelors Degree (NQF7) in Economics / Public Administration/ Development Studies or Business Management or equivalent as recognised by SAQA. 1 - 2 years' experience in Economic, Supplier Development and Market Access

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| | | environment. Training in MS packages, Project Management/ Office Administration/ Management. Added advantage B/EB Driver's license and Security Clearance. Have proven competencies: Communication (written and verbal), Analytical Thinking, Attention to detail, Problem Solving, Project Management and Service delivery and innovation. |
| <u>DUTIES</u> | : | Conduct research on impacting factors in support of entry and growth of SMMEs includes but not limited to: desktop research, gathering of any information related to domestic market access that will support the development and growth of SMMEs etc. Contribute to the development and review of policies and strategies that support market access for SMMEs in relation to the Localisation framework inclusive of but not limited to: development of SOPs, templates, database maintenance etc. Support and collaborate with Value Chain Support Directorate in promoting the listing of SMME- manufactured products by local retailers and wholesalers. Conduct monitoring and draft progress reports on all units related activities. Communication with stakeholders, clients, management & colleagues: Written, and Verbal. 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). Provide ad hoc support to the execution of the Directorate activities as and when required. |
| <u>ENQUIRIES</u> | : | Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097 |
| <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 DSBDD EE Plan). Candidates must submit applications to recruitment7@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: MARK A" |
| <u>POST 37/16</u> | : | <u>HR PRACTITIONER: HUMAN RESOURCE ADMINISTRATION "REF NO: HRP HRA" (X2 POSTS)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R308 154 per annum Pretoria National Diploma (NQF6) in Human Resource Management / Development / Public Administration / Public Management or related/ equivalent human resources qualification as recognised by SAQA. A minimum of 2 years' experience in Human Resource Management environment. Sound knowledge of Personnel Salary system (PERSAL). Computer literacy with knowledge and experience of Microsoft office packages. PERSAL training (Introduction/ Leave / Personnel Administration) will be considered an added advantage. Possess skills in Project Management, Stakeholder Management, Citizen Service Orientation, Organisational Communication Effectiveness (Verbal and Non - Verbal), Problem-solving, Planning and Organising skills and Technical Proficiency. |
| <u>DUTIES</u> | : | Facilitate implementation of HR policies strategies and plans. Provide recommendations for the improvement of existing policies strategies systems, plans, processes and procedures in the key areas such as Recruitment and Selection, Appointment / Transfers / Promotions / Terminations, Employee Service Benefits, Leave Administration and in the general HR Administration environment. Develop standardised templates, schedules and registers to support implementation process. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy and training relevant to HR admin environment. Implement and maintain systems, processes and procedures. In terms of Recruitment and Selection Processes: administer application process (collect & screen), Facilitate shortlisting and interview process, take minutes, facilitate the verification process, Draft submissions and compile post files etc. capture appointments / transfers / promotions/ terminations. Implement OSD translations. Implement, advise and safe record keeping of employee service benefits. Implement and update employee benefits such as allowances (GEHS / Role Playing / Sessional / Standby, etc), Overtime, Pension, Medical aid and Resettlement etc. in terms of Leave Administration: capture and update leave applications on PERSAL. Issue, Receive and reconcile applications. Perform leave Audits, retrieve and submit documents for audit requests. Advise, compile and submit PILIR applications |

to health risk manager. Develop and maintain HR systems. Develop / design databases. Capture / update information on relevant systems. Maintain hard copy filing systems. Maintain electronic filing systems. Safe keeping of personnel records. Compile weekly and monthly reports. Communicate with stakeholders, clients, management & colleagues. Draft general correspondence such as response letters, emails, status reports, memos, presentations, and submissions. Give advice on procedural and technical related matters in respect of human resources administration related policies, strategies and matters to ensure compliance. Conduct formal presentations during awareness workshops/meetings. Provide logistical support services by arranging meetings, venues, and refreshments (includes procurement process). Arrange transport and serve as secretariat on HR meetings.

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

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 recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: HRP HRA"

POST 37/17 : **PERSONAL ASSISTANT TO THE DDG: SECTOR POLICY AND RESEARCH "REF NO: PA DDG"**

SALARY CENTRE : R308 154 per annum
: Pretoria

REQUIREMENTS : Secretarial Diploma or equivalent qualification as recognised by SAQA (NQF 6). 3-5 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. Have proven competencies: Good telephone etiquette, Computer literacy, Sound organising and people skills, High level of reliability, Communication skills (oral and written), Ability to act with tact and discretion, Good grooming and presentation and Self-management and motivation.

DUTIES : Provide a receptionist / secretarial service to the manager by means of receiving, directing or re-directing calls, clarifying instructions or taking messages. Make use of office equipment and ensure serviceability. Scrutinize documents to determine actions required for meetings and provide a meeting management service. Manage the diary and travel arrangements of the manager in line with relevant directives. Provide an administrative and document management services to the Office. Manage the procurement of goods and services within the prescribed legislative guidelines in the Manager's office. Liaise with internal and external stakeholders.

ENQUIRIES : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097

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 applications4@kgadi.co.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: PA DDG".

POST 37/18 : **BID ADMIN OFFICER "REF NO: BAO"**

SALARY CENTRE : R308 154 per annum
: Pretoria

REQUIREMENTS : Bachelors Degree (NQF7) in Supply Chain / Logistics Management / Purchasing Management or relevant Related/ Equivalent as recognised by SAQA. Minimum of 3 years relevant experience in Bids Environment. Training in MS packages. Added advantage B/EB Driver's license. Have proven competencies: Communication (written and verbal), Attention to detail, Planning and organising, Judgement of Analysis and Basic Project Management.

- DUTIES** : Execute bidding process inclusive of but not limited to: providing secretariat services to the Bid Specification; Evaluation and Bid Adjudication Committees (drafting of minutes, resolutions and minutes progress reports), compiling of bid packs for Bid Committees, compiling of bid documents, publishing of tender invitations etc. Manage information in respect capturing of bids information and save as per department file plan, administering and updating the bid register, filing of tender documents files and supporting documents etc. Provide general administrative and logistical support to the business unit during Bid Committee meetings. Arrange and attend briefing sessions etc. Communication with stakeholders, clients, management & colleagues: Written, and Verbal.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- 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 recruitment8@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: BAO"
- POST 37/19** : **SERVER ADMINISTRATOR "REF NO: SERVER ADMIN"**
- SALARY** : R308 154 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Grade 12. National Diploma /Bachelors Degree (NQF 7) in Computer Science, Information Technology, Communication Networks or related/ equivalent as recognised by SAQA. 1 year relevant experience in Server/ Network Administration services environment. Experience with firewalls, and Internet VPN's remote implementation. Knowledge of best practices around management, control, and monitoring of server infrastructure. Be familiar with backup and recovery software and methodologies. Knowledge of Hyper-V, Microsoft SharePoint, Microsoft Exchange Server, Microsoft SQL Server, Microsoft Lync Server.
- DUTIES** : Provide efficient and effective server administration service inclusive of but not limited to: Installation and integration of new server hardware and applications; Updating all patches of servers. Troubleshoot application issues. Conduct backup and disaster recovery duties. Server security. Server Virtualization. Active Directory & user management. Storage management. Monitoring and tuning server performance. Communicate and share information with all relevant role-players and structures not limited to: Drafting general correspondence such as response letters, emails, status reports, presentations, memos, and submissions; Advising on procedural and technical related matters to ensure compliance with ICT policies and procedures.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office Tel No: (012) 394-5286/3097
- 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). 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: SERVER ADMIN".
- POST 37/20** : **ADMINISTRATOR "REF NO: ADMIN" (X2 POSTS)**
- SALARY** : R255 450 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : NQF level 6 (Diploma/Advanced Certificate) in Office Management or equivalent as recognised by SAQA. 1 – 2 Years administrative experience in the public / private sector environment would be an advantage: Computer Literacy (MS Office Packages and Microsoft Teams). Have Competencies: Communication (Written and Verbal), Organisational and time management skills, Negotiating and Listening Skills, Presentation and Professionalism Skills and Financial Management.
- DUTIES** : Provide a meeting support service to the unit which includes but is not limited to: annual meeting schedules, Invitations, Attendance Register, etc, Venue arrangements (includes refreshments), Drafting and circulating Agenda items

etc. Provide an administrative support service to the department in respect of managing document flow (includes Incoming and Outgoing registers, document tracking, etc), receiving telephonic calls, messages, visitors and direct to relevant role players and providing relevant information as required and operating office equipment such as fax machines and photocopiers. Provide logistical support and financial support services to the unit inclusive of but limited to: procurement of goods and services (includes venue and catering for meetings, workshops and strategic planning sessions), managing petty cash, travel Arrangements, ordering stationery, submitting monthly budget inputs and expenditure statements as per PFMA requirements for the unit). Consolidate weekly, monthly and quarterly reports for business units. Scan, copy and file documents in line with the Department's approved file plan and system (SharePoint). Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations.

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

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 recruitment3@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: ADMIN".

POST 37/21 : **REGISTRY CLERK "REF NO: REG CLERK"**

SALARY CENTRE : R216 417 per annum
: Pretoria

REQUIREMENTS : Grade 12 Certificate. Knowledge of registry duties, understanding of the legislative framework governing the Public Service, storage and retrieval procedures. Training in Ms Packages and Records Management. Have competencies: Job Knowledge, Communication (Good verbal and written), Interpersonal relations, Planning and organisation and Teamwork.

DUTIES : Provide registry counter services, handle incoming and outgoing correspondence, render an effective filing and record management service, inclusive of but not limited to: Opening and closing of files according to record classification system, Filing/storing, tracing (electronically/manually) and retrieval of documents and files. Operate office machines: Open and maintain Franking machine register, keep daily record of number of letters franked and Process documents for archiving and/ disposal.

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

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 recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: REG CLERK"

POST 37/22 : **DRIVER/ MESSENGER "REF NO: DRME"**

SALARY CENTRE : R183 279 per annum
: Pretoria

REQUIREMENTS : A Grade 10 Qualification or 7 – 12 months relevant experience. Knowledge of the city(ies) in which functions will be performed. Valid driver's licence. Have Competencies: Time Management, Geographic Knowledge (in area where functions are performed), Customer Service, and Reliability.

DUTIES : Provide driving/messenger services. Maintain accurate and up to date schedule trip sheets, i.e. log official trips, daily mileage, fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is always in the best condition. Handle routine and ad-hoc administrative tasks relevant to the execution of the function, i.e. collect office consumables. Collect, distribute and control movement of documents. Ensure proper and secure control over movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Coordinate and liaise with Facilities Management to ensure that

- minor/major vehicle maintenance are carried out. Distribution and collection of cabinet memoranda.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097
- 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: DRME".
- POST 37/23** : **FOOD SERVICE AID "REF NO: FSA" (X2 POSTS)**
- SALARY** : R131 265 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : NQF level 1 or 2 (Abet level 2 certificate or equivalent). Have proven skills and competencies: Ability to read and write, Basic food preparation knowledge, Basic Hygiene principles, Ability to operate food service equipment and Interpersonal skills.
- DUTIES** : Clean and keep stock of kitchen utensils and equipment. Provide catering support services inclusive of but not limited to: Preparing food, snack and beverages (water, hot and cold beverages), confirm/update boardroom bookings, serving food and beverages, responsible for food supplies and report waste and losses and maintaining quality control measures of all food provided. Apply hygiene, safety measures, responsible for cleaning materials and supplies and removal of garbage disposal.
- ENQUIRIES** : Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/43097
- 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 recruitment9@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying i.e., "REF NO: FSA".