



Applications are invited from suitably qualified and experienced persons for the following positions.

DEPUTY DIRECTOR:	SMME FUND (SMALL BUSINESS DEVELOPMENT-AREA 2)
TOTAL SALARY PACKAGE:	R 908 502 PER ANNUM (All-inclusive salary package to be structured in accordance with the rules of MMS)
SALARY LEVEL:	12
CENTRE:	HEAD OFFICE
REFERENCE NO:	DD-SMME-FUND 03/MARCH 2023

REQUIREMENTS: •An appropriate Bachelor's Degree/ Three-year National Diploma in Commerce/Business Management / Financial Management/ Business Studies or Equivalent qualification with Majors in Accounting/ Business Management/ Finance/Business studies at (NQF level 6/7) as recognized by SAQA. •Minimum of three (3) years of Junior Management experience in Small Business Development and/or Banking sector specifically in the SMME Development/SMME Funding field. •A valid driver's licence.

KNOWLEDGE AND COMPETENCIES REQUIRED: • Broad knowledge of the programs and activities of the Department. Broad knowledge of the White Paper on the promotion and development of SMMEs. Thorough knowledge of business support and skills development interventions for SMMEs. Broad knowledge of the National Small Business Act, Broad-Based Black Economic Empowerment Act, Integrated Strategy on the Promotion of Entrepreneurship and Small Enterprises; Provincial Growth and Development Strategy; Business/operational plan of the Small Business Development Programme. Good knowledge of socio-economic conditions of the SMME sector and the Dynamics of SMME development in KZN. Knowledge of Developmental Priorities of KwaZulu-Natal Province. Knowledge of Provincial and National economic policies and strategies, KZN Small Enterprise Development Strategy, and commitment to community development. Sound Knowledge and understanding of the regulatory framework for the Public Service e.g. Public Service Act, PFMA, Treasury Regulations, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, Service Delivery Frameworks, policies, and strategies. Ability to interpret and apply policies, advanced knowledge, and application of general management and project management principles. **Candidates should demonstrate excellent Skills in:** business planning, business advisory, business analysis, business viability analysis and financial management skills. Ability to transfer skills and knowledge, and offer appropriate advice. Knowledge of economic, business development, and employment creation challenges facing KZN. Negotiation skills, problem-solving skills, marketing skills, Service Delivery (Bato Pele) Principles, networking skills, strategic thinking, people and team management, and presentation skills. Advanced communication skills and ability to communicate at all levels. •Good report writing, strategic management, interpersonal relations, time management, coordination, planning and organizing, research, and project management skills •Ability to interact with people at all levels •Analytical and innovative thinking •Competence in the financing, budgeting, and expenditure controls is desirable. Liaison and maintenance of linkages with other stakeholders in SMME development in KZN Province.

KEY PERFORMANCE AREAS: •Facilitate the implementation of programs and projects that are aimed at promoting economic participation of SMMEs •Facilitate access to finance from various sources, prioritizing Ithala for SMMEs • Facilitate stakeholder engagements and support interventions aimed at achieving sustainable SMMEs within Small Business Development •Develop policies and strategies aimed at improving service delivery •Manage human, financial and asset resources of the component.

ALL THE APPOINTMENTS WILL BE MADE IN ACCORDANCE WITH THE EMPLOYMENT EQUITY TARGETS OF THE DEPARTMENT. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.


ENQUIRIES:

MS S HLELA

TEL NO:

(033) 264 2829

NOTES TO CANDIDATES

1. The Department of Economic Development, Tourism, and Environmental Affairs is an equal opportunity and affirmative action employer. Applications from candidates whose appointment will bolster the Employment Equity profile of the Department will serve as an added advantage and will be considered favorably; hence candidates from designated groups as defined in the Employment Equity Act are encouraged to apply. 
2. Location: **PIETERMARITZBURG** (Not unless otherwise specified for the post).
3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned posts at any time prior to an appointment being made.
4. **All applications must be submitted on the new Application for Employment form (Z83) which became effective from the 1st of January 2021 obtainable from any Public Service Department or can be downloaded at www.dpsa.gov.za-vacancies** The form must be completed in full, originally signed and dated. All required information on the Z83 must be provided. Failure to complete or disclose all information will automatically disqualify the applicant. An updated detailed CV, as well as copies of qualifications (including Junior/Senior certificate), identity document, and driver's licence where applicable, and any other relevant documents, must be attached. **Such copies need not be certified when applying for a post. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources.** Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
5. **The appointment is subject to a positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship, and previous employment verifications). The Department will conduct reference checks with the HR of the current and or /previous employer(s) apart from the referees listed.**
6. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s).
7. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion for some of the positions.

08. CLOSING DATE FOR RECEIVING APPLICATIONS: 24 MARCH 2023 AT 16H00

09. Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for the non-collection of those applications.
10. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under the post.
11. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within four months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualifications and CVs will not be returned.
- 12. Please forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to The Head of Department, Department of Economic Development, Tourism AND Environmental Affairs, Private Bag x 9152, PIETERMARITZBURG, 3200 for the attention of Ms. Nozipho Xolo. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**