



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS
REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced persons for filling the following position/s:

DIRECTOR:	SMALL BUSINESS DEVELOPMENT (AREA 2/CLUSTER C & D)
TOTAL SALARY PACKAGE:	R1 057,326 PER ANNUM (All-inclusive salary package to be Structured in accordance with the rules of SMS)
SALARY LEVEL:	13
REFERENCE NO:	DIR-SBD 01/AUG 2021

REQUIREMENTS: •An appropriate Bachelor's Degree in Commerce/Business Management/Business Administration/Economics /Developmental Studies at (NQF level 7/8) as recognized by SAQA. • Minimum of five years' work experience in Middle Management and in the Small Business Development environment. •A valid driver's licence. •The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment.

Knowledge and Competencies required: Broad Knowledge and understanding of National Small Business Act and related policies. Broad knowledge of entrepreneurship and income generating programmes and activities. Good knowledge of the KZN Developmental Priorities. Understanding and knowledge of small business development dynamics in KZN. Good knowledge of socio-economic conditions of KZN Society. Knowledge and an understanding of the public sector environment. 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, programme management and project management principles.

Candidates should demonstrate excellent Skills in: Programme management, business planning, business analysis, financial management. Ability to transfer skills and knowledge, and offer appropriate advice. Knowledge of economic, business development and employment creation skills, approaches and techniques. Negotiation skills, analytical and problem-solving skills, marketing skills, networking skills, strategic thinking, report writing, people and team management and presentation skills. Advanced communication skills and ability to communicate at all levels. Good project management, strategic management, leadership, interpersonal relations, time management, coordination, planning and organizing, research. Analytical and innovative thinking. Liaison and maintenance of linkages with other stakeholders in SMME development in KZN Province.

KEY PERFORMANCE AREAS: •Coordinate the implementation of the KZN Small Enterprise Development Strategy and related policy frameworks • Facilitate and coordinate the provision of non-financial support and business development services to small businesses • Facilitate and promote grant funding and business financing for small businesses from various sources • Facilitate, coordinate

and create market opportunities/business linkages, both in the public and private sector, for goods manufactured and services provided by SMME's • Manage financial, human and other resources of the Small Business Development (Area 2/Cluster C & D) component.

Targeted: Females and people with disabilities who meet the requirements will be given preference.


ENQUIRIES:

MR TC MTSHALI

CONTACT NUMBER:

033 264 2535

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 prescribed Application for Employment form (Z83) obtainable from any Public Service Department which must be originally signed and dated. **A new Z83 application form for applying for employment became effective from the 1st of January 2021. The new Z83 application form can be downloaded at www.dpsa.gov.za-vacancies** The application form must be accompanied by certified copies of qualifications (not copies of previously certified copies), Identity Document, and a comprehensive CV. 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 positive outcome obtained from the State Security Agency to the following checks (security clearance, qualification, citizenship and previous employment verifications). The Department will conduct a reference checks with the HR of the current and or /previous employer(s) apart from 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. **Failure to submit all the requested documents will result in the application not being considered.**

8. Kindly note that Written Exercises/Tests may be used as a shortlisting criterion to some of the positions.
9. **All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidate/s to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.**

10. CLOSING DATE FOR RECEIVING APPLICATIONS: 03 SEPTEMBER 2021 AT 16H00

11. Candidates are discouraged from sending their applications through registered mails as the Department will not take responsibility for non-collection of those applications.
12. Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.
13. 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 three months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.
14. ***NB: Requirement for All Senior Management Services Posts!!! Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>.***
15. **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 x9152, PIETERMARITZBURG, 3200 for the attention of Ms Nozipho Xolo. Applications may also be hand delivered to Ground Floor, 270 Jabu Ndlovu Street, Pietermaritzburg, 3201.**