

## 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.*

## OTHER POSTS

- POST 30/90** : **SENIOR STATE ACCOUNTANT: SALARIES REF NO: "SSA S"**
- SALARY** : R359 517 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree (NQF7) in Financial Accounting or relevant related qualification as recognised by SAQA. Post Graduate qualification in Financial Accounting or relevant related qualification as recognised by SAQA would be considered an added advantage. 3-5 years of relevant administrative experience in the Salaries Administration environment. Computer Literacy (MS Office Packages) with excel at an advanced level and BAS certificate. Possess the following competencies: Communication (written and verbal), Interpersonal skills, Presentation skills, Service delivery innovation and Policy implementation.
- DUTIES** : Authorise financial transactions inclusive of but not limited to: approving financial transactions processed on PERSAL, such as allowances and deductions, verifying of transactions captured on the financial system or associated systems for accuracy and completeness, compiling of payroll reports etc. Review relevant accounting ledgers for exceptions, rejected transactions, and related uncleared balances, and perform monthly reconciliations. Verify and submit performance statistics on operational activities and supervise the filing of the processed documents. Supervise employees in respect of coaching and mentoring.
- 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 [recruitmen4@dsbd.gov.za](mailto:recruitmen4@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: "SSA S"
- NOTE** : The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representativity in terms of race, disability, youth & gender will receive preference as per the DSBD EE Plan.
- CLOSING DATE** : 08 September 2023 at 16h00. Applications received after the closing date will not be considered.
- POST 30/91** : **SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: "SSA FA"**
- SALARY** : R359 517 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Bachelor's Degree (NQF7) in Financial Accounting or relevant related qualification as recognised by SAQA. Post Graduate degree in Financial Accounting or relevant related qualification would be considered an added advantage. 3-5 years of relevant administrative experience in Financial Accounting/Administration. Computer Literacy (MS Office Packages) with excel at an advanced level and BAS certificate. Possess the following competencies: Communication (written and verbal), Interpersonal skills, Presentation skills, Service delivery innovation and Policy implementation.
- DUTIES** : Authorise financial transactions inclusive of but not limited to approving payments and journal transactions on transversal systems in line with Standard Charts of Accounts (SCOA) classification and proper budget allocation, reviewing of transactions on the general ledger for accuracy and completeness. Maintain debtor's account in respect of reviewing accurate capturing of debt take-on and write-off, reviewing supporting documents and following-up on long outstanding claims, compiling monthly debtors' statements, age analysis and Identifying debts to be written off. Review relevant accounting ledgers for exceptions, rejected transactions, and related uncleared balances, and perform monthly reconciliations. Review daily petty cash counts and monthly reconciliation. Compile reports on all the findings in

- relation to all payments and monthly reports etc. Supervise filing of the processed documents and employees in respect of coaching and mentoring.
- 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 [recruitment2@dsbd.gov.za](mailto:recruitment2@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: SSA FA"
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- CLOSING DATE** : 08 September 2023 at 16h00. Applications received after the closing date will not be considered.
- POST 30/92** : **HR PRACTITIONER: HUMAN RESOURCE ADMINISTRATION "REF NO: HRP: HRA"**
- SALARY** : R294 321 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF6) in Human Resource Management / Development / Public Administration / Public Management or related human resources qualification as recognised by SAQA. A minimum of 2 years' experience in a Human Resource Management environment. Sound knowledge of the 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.
- DUTIES** : 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 the implementation process. Conduct research on relevant matters and advise on new trends. Conduct awareness, advocacy and training relevant to the HR admin environment. Implement and maintain systems, processes and procedures. In terms of Recruitment and Selection Processes: administer the 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 the 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. Safekeeping 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 (including the 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) 394-5286/43097
- APPLICATIONS** : Candidates must submit applications to [recruitment3@dsbd.gov.za](mailto:recruitment3@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: HRP"

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- CLOSING DATE** : 08 September 2023 at 16h00. Applications received after the closing date will not be considered.
- POST 30/93** : **CHIEF ACCOUNTING CLERK REF NO: "CAC"**
- SALARY** : R294 321 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : National Diploma (NQF 6) in Financial Management or relevant related qualification as recognised by SAQA. Bachelor's Degree (NQF 7) in Financial Management or related relevant qualification as recognised by SAQA would be considered an added advantage. Minimum of 3 years experience in a Financial Accounting environment. 3 years of working knowledge of transversal systems applicable to the Public Service. Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA and Financial Manual). Computer Literacy (MS Office Packages) with excel at an advanced level. Certificates in BAS and Persal. Possess the following skills: planning, organising, problem-solving, interpersonal, teamwork, basic numeracy, and accuracy.
- DUTIES** : Supervise and render financial accounting transactions. Receive, verify, and allocate invoices to subordinates for processing. Verify and approve the captured invoices. Supervise the filing of all documents and the collection of cash. Supervise and perform bookkeeping support services. Verify all financial transactions captured and clear transactions on suspense accounts. Record debtors and creditors. Verify and process electronic banking transactions. Verify the compiled journals. Compile monthly reports. Communicate with staff, service providers and all relevant stakeholders. Draft general correspondence such as response letters, emails, status reports, formal presentations, and submissions. Give advice on procedural and technical-related matters in respect of policies and strategies to ensure compliance.
- 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 [recruitment5@dsbd.gov.za](mailto:recruitment5@dsbd.gov.za) and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: CAC"
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- CLOSING DATE** : 08 September 2023 at 16h00. Applications received after the closing date will not be considered.