ANNEXURE N

THE DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

APPLICATIONS: Applications can be submitted by post to: The Registry Office, Department Small Business Development, Private Bag X84, Pretoria 0001 or hand delivered at BLOCK B dti Campus, corner of Meintjies and Robert Sobukwe Streets, Sunnyside, Pretoria.

CLOSING DATE: 24 June 2016 Applications received after the closing date will not be considered.

NOTE: Applications must be submitted on a signed Z83 form, which can be obtained from the dti website (http://www.thedti.gov.za), and must be accompanied by a comprehensive CV with copies of qualifications. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. Department Small Business Development is committed to the pursuit of diversity and redress. Candidates whose appointment will promote representivity in terms of race, disability and gender will receive preference. No late applications will be accepted. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

OTHER POSTS

POST 22/60: DEPUTY DIRECTOR: FACILITIES AND AUXILIARY SERVICES REF NO: CORP/SERV 02/16

SALARY: R612 822 per annum (all-inclusive salary package per annum, level 11)

CENTRE: Pretoria

REQUIREMENTS: B Degree or National Diploma in Facilities or Accommodation Management. Minimum: 3-5 years' supervisory/management experience in Building, Facilities or Accommodation Management. Computer Literacy (MS Office packages) Project Management.

DUTIES: Develop, manage and implement policies, protocols, norms and standards for facility programmes. Implement best practices, and conduct impact assessments and benchmarks. Implement policy, procedural and strategic inputs for division on the basis of the information and advice requirements. Manage the building and ensure maintenance thereof. Implementation of disaster recovery and Business Continuity Plans. Ascertain that the building complies with Occupational Health and Safety Regulations. Develop procedure for the acquisition of the facilities. Develop procedure for the usage of the facilities. Authorise all alterations made to the building. Enforce the norms and guidelines in terms of government wide security policies. Conduct investigation on the acquisition of the buildings in line with norms and guidelines. Prepare documentation for the acquisition. Render management of assets for DSBD – SLA, asset register, and lease agreements. Monitor the implementations of Occupational Health and Safety Regulations and reasonable accommodation. Monitor the Structural defects and address appropriately. Monitor strict adherence to security policies. Report facilities management. Facilitate the marketing and awareness rising of the facilities management policy among employees and other stakeholders. Market and raise awareness about facilities management policies and procedures. Facilitate awareness workshops on facilities management among employees and management. Attend workshops and conferences on facilities management matters. Monitor the electronic newsletter and articles on facilities management matters. Facilitate facilities management information, education and awareness campaigns. Manage financial resource and assets of the unit. Manage the staff and personnel in the unit. Manage the strategic planning of the unit and execution of the operational plan.

ENQUIRIES: Enquiries should be directed to the recruitment office at (012) 394-5241/ 3097

POST 22/61: ASSISTANT DIRECTOR: AUXILIARY SERVICES REF NO: CORP/SERV 02/17

SALARY: R311 784 per annum, Level 09

CENTRE: Pretoria

REQUIREMENTS: B Degree or National Diploma in Facilities or Accommodation Management. Minimum: 3 years' experience in Building, Facilities or Accommodation Management. Computer Literacy (MS Office packages) Project Management.

ENQUIRIES: Enquiries should be directed to the recruitment office at (012) 394-5241/3097

POST 22/62: FOOD SERVICE AID REF NO: CORP/SERV 02/18

SALARY: R100 545 per annum, Level 03

CENTRE: Pretoria

REQUIREMENTS: Applicants must have completed at least Standard 8 or Grade 10 secondary or ABET level 1. At least 1 year relevant experience in the cleaning environment.

DUTIES: Cleaning kitchen cupboards and counters. Cleaning microwaves and fridges. Tidying up the pause areas and kitchen. Reporting of any damages and malfunction of appliances or equipment i.e. blocked sinks. Wash and store crockery in the pause areas and kitchens. Washing of dishcloths. Report missing utensils to the Personal Assistant or Team Assistant of relevant Business Unit. Discuss requirements with clients and prepare ahead of meeting. Setting up tables for meetings and workshops. Arrange and prepare crockery and food for meetings. Cleaning tables after meetings and workshops. Removing and returning crockery to the relevant Business Unit for storage. Replenishing beverages during meetings. Collect the detergent and dishwashing aids from the manager. Lock detergents and aids away safely and ensure that they last the whole month. Manage and report stock loss and damages. Ensure correct measurements of detergents to ensure efficient use. Care for allocated uniform and report damages and losses where incurred. Complete the roster. Collect Roster sheets from manager in the beginning of week and return roster on Fridays. Sign log in attendance register daily. Collect manual request from client and inform management. Report concerns, complaints and suggestions. Treat clients with courtesy.

ENQUIRIES: Enquiries should be directed to the recruitment office at (012) 394-5241/3097