

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.

- APPLICATIONS** : Candidates must submit applications to recruitment4@dsbd.gov.za
- CLOSING DATE** : 25 August 2023 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 representativity in terms of race, disability, youth & gender will receive preference (as per the DSBD EE Plan and quote the reference number for the abovementioned position on the subject line (email) when applying i.e. "REF NO: DD SWM&E")

OTHER POST

- POST 28/99** : **DEPUTY DIRECTOR: SECTOR-WIDE MONITORING AND EVALUATION**
REF NO: "DD SWM&E"

- SALARY** : R811 560 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelor's Degree (NQF level 7) in Community/ International Development Studies / Development Economics / Demography / Development Statistics / or other related Social Sciences/ Human Science qualification as recognised by SAQA. 5 years' experience in Monitoring and Evaluation environment with a specific focus on Monitoring and Evaluation methods, data, and information management of which 3 must be at Supervisory level. Knowledge of planning and reporting. Basic knowledge and experience in research methodology. Knowledge of project cycle management, administration and evaluation concepts and procedures. Knowledge of and ability to design monitoring and evaluation instruments (interview schedules, questionnaires etc.). Knowledge of at least one data analysis software such as SPSS, STATA/Atlas.ti. Certificates in Monitoring and Evaluation and Project Management will be considered an added advantage. Training in MS Office packages with demonstrated proficiency in (Excel, Word, PowerPoint, Publisher, and SharePoint). A valid driver's licence is required. Have proven competencies: Problem-Solving and Analysis, Communication (verbal and written), Organising Skills and Time Management, Interpersonal Skills, Client Orientation and Customer Focus, Stakeholder Relations, Quantitative and Qualitative Research Methods, Negotiation Skills and Report Writing Skills.
- DUTIES** : Lead the process for the development and review of standardised indicators for the economic sector together with Provincial institutions at the beginning of the strategic planning cycle to align the sector plan to the MTSF. Develop a discussion document to guide the engagement on the standardisation of indicators for the sector and proposed sector results (impact, outcome, and outputs). Undertake assessment/review of the provincial and implementing (related agencies) institution's plans (Strategic Plans and Annual Performance Plans) to ensure alignment and compliance with the planning framework and sector priorities. Compile quarterly and annual analysis reports on the progress against sector priorities and report on the status. Disseminate sector performance reports to the relevant inter-governmental structures for corrective actions and decision-making. Prepare briefing notes on the overall progress on the implementation of the sector priorities to the National Intergovernmental Forum and other structures. Develop a multi-year evaluation plan for the organisation and Terms of Reference for the evaluation studies. Develop data collection plan and instruments for evaluation study purposes. Manage the sub-directorate to ensure efficient and effective implementation of the operational plan, performance plan, management of performance and discipline of supervisees etc. Communicate with stakeholders, clients, management & colleagues: Written, Verbal and formal presentations / conduct workshops with provincial institutions to develop sector core results and indicators. Participate in the identification of stakeholders needs and maintain relations etc.

ENQUIRIES

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