



FOR PSA MEMBERS: **DEPARTMENT OF SMALL BUSINE AND DEVELOPMENT (DSBD)**

---

13-06-2025

## Feedback: DSBD Bargaining Chamber

### Acquisition of a new building

Members will recall that the PSA previously demanded that the employer should first address Occupational Health and Safety (OHS) concerns before recalling employees to the office. These concerns included issues related to office space and ventilation. The employer reported that the search for a new building is still ongoing in collaboration with the Department of Public Works and Infrastructure (DPWI). The target date for securing and occupying a new building is August 2026. In the interim, the employer has acceded to the PSA's demand for employees to continue working on a rotational basis and has committed to fast-tracking the acquisition process.

### Improved qualifications

The employer reported that its internal processes regarding improved qualifications have been finalised. A date will be proposed for a task team meeting with Labour, where a detailed presentation will be provided.

### Filling of vacant positions

The employer reported that out of 316 vacant positions, 253 have been filled. The remaining positions are at various stages of the recruitment process.

### Policies tabled for consultation

The employer presented the following draft policies for consultation with Labour:

- **Retention Policy**  
This policy was last reviewed in 2016 and is now due for an update. The aim is to retain skilled employees and reduce the loss of critical skills.
- **Records Policy**  
The review is intended to ensure compliance with Section 13 of the National Archives and Records Service of South Africa Act. It also aims to improve the accessibility and management of information.
- **Bursary Policy**  
The review seeks to:
  - Provide formal study opportunities aligned with the core competencies of current and prospective DSBD employees.

- Support the implementation of the DSBD Workplace Skills Plan (WSP) and/or Training Plan, as well as the performance management process.
- Contribute to organisational capacity-building and foster a culture of continuous learning.
- Serve as a strategic intervention to enhance overall capacity.

Members are encouraged to review the proposed policies and submit inputs to [smaloka@dsbd.gov.za](mailto:smaloka@dsbd.gov.za) by **25 June 2025**.

Employees who wish to join the PSA can visit the [PSA website](#) or contact their nearest PSA Provincial Office.

Reuben Maleka  
GENERAL MANAGER