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

05-11-2026

Feedback: DSBD Departmental Chamber Meeting

List of improved qualifications

The employer reported that the List of Improved Qualifications, previously submitted to the DPSA for concurrence, has been returned and is currently with the Director-General (DG) for approval. Once approved, the list will be shared with labour for consultation at task team level before final signature. The PSA urged the employer to expedite the process to allow consultation to take place. Members will be kept informed of further developments.

Relocating to new offices

It was previously reported that the sourcing of suitable alternative office accommodation was in progress. The Department is still awaiting the Standard Operating Procedure (SOP) from the Department of Public Works and Infrastructure, which will provide guidance to departments on the process to be followed when sourcing alternative office accommodation. The status quo remains unchanged.

Filling of vacant funded posts

The employer reported that the Department currently has 38 vacant posts, representing a vacancy rate of 10.8%. 27 posts have already been advertised and are at various stages of the recruitment and selection process. The employer further reported one exit through the Voluntary Exit Programme (VEP). The PSA noted the employer's report and emphasised the need to fast-track the filling of vacant posts to address capacity constraints and ensure that existing employees are not unduly overburdened.

Occupational Health and Safety

The employer reported that training of the OHS Committee has been completed and that arrangements are underway to conduct a joint evacuation drill with the DTIC. Once finalised, employees will be informed of the arrangements. The PSA noted the report and emphasised the importance of informing all employees and ensuring their participation, particularly as the Department is operating under a hybrid working model.

Departmental policies

The employer tabled the following policies and indicated that they are due for review to align with changes in legislation. Parties agreed to defer the policies to the Policy Task Team for further engagement and input:

- HIV/AIDS and TB Management Policy
- Wellness Management Policy
- Travel Policy
- Establishment Management Policy
- Asset Management Policy
- Working Hours Policy

As part of the consultation process, members are requested to peruse the *attached* draft policies and submit their comments and inputs to *patricia.hamese@psa.co.za* or *KMaloka@dsbd.gov.za* by **no later than 9 November 2026**. Members are encouraged to actively participate in the consultation process to ensure that their interests and concerns are adequately considered before the policies are finalised.

Employees who wish to join the PSA can visit the PSA's website or contact the nearest PSA Provincial Office for assistance.

Reuben Maleka
GENERAL SECRETARY