

JOB PROFILE

JOB TITLE	Branch Manager
REPORTING TO	Provincial Manager
MAIN PURPOSE OF THE JOB	<p>To plan, direct and coordinate, support, monitor and evaluate the Seda district network operations in delivering support services to small enterprises in line with Seda strategy and policies.</p> <p>To take responsibility for the day to day management of the branch as well as the performance management of the Seda district and Seda enterprise information centre affiliates</p>
LOCATION	Eastern Cape : Nelson Mandela Bay
PREFERRED MINIMUM EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> ❖ Relevant 3 year tertiary qualification in Economics, Business Administration or Operations Management or equivalent ❖ 3-5 years experience in a management position ❖ Experience in dealing with SMME's ❖ Experience in interacting with stakeholder at all levels of the government will be an added advantage ❖ Extensive Operations Management Experience
KEY PERFORMANCE AREA	<ul style="list-style-type: none"> ❖ Deliver on operational targets in line with the Seda national strategy by providing Seda products and services ❖ Implement the Seda performance management framework to manage the level of quality of service delivery ❖ Develop and maintain sound stakeholder relationships ❖ Facilitate the development of district networks capacity in terms of infrastructure, people, resources and technology ❖ Facilitate the development of a consistent brand and service delivery in the enterprise information centres
PREFERRED KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ❖ Ability to implement strategies and policies as well as to identify new opportunities ❖ Computer Literacy

	<ul style="list-style-type: none"> ❖ Leadership skills ❖ Planning and organizing
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Strategic thinking ❖ Business acumen ❖ Communication written and verbal ❖ Innovative ❖ Good interpersonal Skills ❖ Change leadership
ADDITIONAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Presentation ❖ Team Player ❖ Networking ❖ Analytical
	<p>To apply, please send your CV to recruitmentec@seda.org.za Please state the position you are applying for in the subject line. Closing Date: 02 February 2012</p>