

<b>JOB PROFILE</b>	
<b>JOB TITLE</b>	Business Advisor
<b>JOB GRADE</b>	Level 2
<b>REPORTING TO</b>	Branch Manager
<b>MAIN PURPOSE OF THE JOB</b>	To provide business advisory and related support to small enterprises
<b>LOCATION</b>	Free State: Fezile Dabi Branch
<b>PREFERRED MINIMUM EDUCATION AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ A relevant 3 year tertiary qualification (Business Development, Commerce)</li> <li>❖ At least 2-4 years experience in a small business development environment either as a business owner, manager or employee</li> <li>❖ A minimum of 2 years experience as a business advisor</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Provide relevant business advisory services</li> <li>❖ Provide advisory services to potential and existing small enterprises in the area of tendering</li> <li>❖ Facilitate technical skills training and other relevant training</li> <li>❖ Facilitate focus groups</li> <li>❖ Assist clients with basic business planning</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ To obtain an average of between 61% and 70% in the Seda Competency Based Generic Skills Assessment covering the following critical areas: Management skills Marketing skills Numeric skills Financial skills Costing skills Legal skills Admin skills Financial business planning skills Microsoft Excel skills Microsoft Word skills</li> <li>❖ Good written and verbal communication skills</li> <li>❖ Customer orientation</li> <li>❖ Facilitation / presentation skills</li> </ul>
<b>ADDITIONAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Knowledge of the small enterprise development sector</li> <li>❖ High ethical standards</li> <li>❖ Demonstrate competence in the use of the following Seda diagnostic/</li> </ul>

	<p>assessment tools over a period of 6-12 months of being employed:</p> <ul style="list-style-type: none"><li>❖ Business Idea Evaluation Tool</li><li>❖ Pre-Start-up Assessment Tool</li><li>❖ Entrepreneurial Diagnostic Tool</li><li>❖ Small Business Assessment Tool</li><li>❖ Assessment of Company Operations Tool</li><li>❖ Critical Planning Exercise Tool</li></ul>
	<p>To apply, please send your CV to <a href="mailto:recruitmentfs@seda.org.za">recruitmentfs@seda.org.za</a> and specify the position and branch you are applying for the subject line</p> <p>Closing Date: 17 January 2012</p>