

JOB PROFILE

JOB TITLE	Business Advisor
JOB GRADE	Level 2
REPORTING TO	Branch Manager
MAIN PURPOSE OF THE JOB	To provide business advisory and related support to small enterprises
LOCATION	Mpumalanga - Gert Sibande Branch
PREFERRED MINIMUM EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> ❖ A relevant 3 year tertiary qualification (Business Development, Commerce) ❖ At least 2-4 years experience in a small business development environment either as a business owner, manager or employee ❖ A minimum of 3 year experience as a business advisor
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Provide relevant business advisory services ❖ Provide advisory services to potential and existing small enterprises in the area of tendering ❖ Facilitate technical skills training ❖ Conduct relevant business diagnostics and assessments ❖ Facilitate focus groups ❖ Facilitate / co-ordinate relevant training solutions ❖ Assist clients with basic business planning ❖ Facilitate the provision of relevant seda products and services to potential, very small and small enterprises

<p>CRITICAL COMPETENCIES</p>	<ul style="list-style-type: none"> ❖ To obtain an average of between 61% and 70% in the Seda Competency Based Generic Skills Assessment covering the following critical areas: <ul style="list-style-type: none"> • Management skills • Marketing skills • Numeric skills • Financial skills • Costing skills • Legal skills • Admin skills • Financial business planning skills • Microsoft Excel skills • Microsoft Word skills ❖ Good written and verbal communication skills ❖ Customer orientation ❖ Facilitation / presentation skills
<p>ADDITIONAL COMPETENCIES</p>	<ul style="list-style-type: none"> ❖ Knowledge of the small enterprise development sector ❖ High ethical standards ❖ Demonstrate competence in the use of the following Seda diagnostic/ assessment tools over a period of 12-18 months of being employed: <ul style="list-style-type: none"> • Business Idea Evaluation Tool • Pre-Start-up Assessment Tool • Entrepreneurial Diagnostic Tool • Small Business Assessment Tool • Assessment of Company Operations Tool • Critical Planning Exercise Tool
	<p>To apply, please send your CV to recruitmentmpu@seda.org.za Please state the position you are applying for in the subject line.</p> <p>Closing Date: 19 December 2011</p>