

JOB PROFILE			
JOB TITLE	Business Advisor Level 2		
REPORTING TO	Branch Manager		
JOB GRADE		Minimum	Maximum
	C3	R 259 616	R 351 245
MAIN PURPOSE OF THE JOB	To provide business advisory and related support to small enterprises		
NO. OF INCUMBENTS	1		
LOCATION	Mpumalanga: Gert Sibande Branch		
REQUIRED MINIMUM EDUCATION	❖ A relevant 3 year tertiary qualification (Business Development, Commerce)		
REQUIRED EXPERIENCE	<ul style="list-style-type: none"> ❖ At least 2-4 years' experience in a small business development environment either as a business owner, manager or employee ❖ A minimum of 2 years' experience as a business advisor 		
KEY PERFORMANCE AREA	<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 and other relevant training ❖ Facilitate focus groups ❖ Assist clients with basic business planning 		
CRITICAL COMPETENCIES	<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: 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 		
ADDITIONAL COMPETENCIES	<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 6-12 months of being employed: ❖ Business Idea Evaluation Tool 		

	<ul style="list-style-type: none"> ❖ 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 .</p> <p>Please state the position you are applying for in the subject line.</p> <p>Closing Date: 20 October 2015</p>
<p>The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal and any other checks as may be necessary). Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three months of submitting your application, please consider it unsuccessful</p>	