



SMALL ENTERPRISE DEVELOPMENT AGENCY

a member of **the dti** group

JOB PROFILE

JOB TITLE	Business Advisor Level 3
REPORTING TO	Branch Manager
MAIN PURPOSE OF THE JOB	To provide business consultancy and related support to small and medium enterprises
NO OF INCUMBENTS	1
LOCATION	Northern Cape: Frances Baard Branch
PREFERRED MINIMUM EDUCATION	<p>A relevant 3 year tertiary qualification (Business Development, Commerce)</p> <p>At least 4-6 years experience in a small business development environment either as business owner or manager.</p> <p>A minimum of 5 year experience as a business advisor</p>
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 and other relevant training ❖ Facilitate focus groups ❖ Assist clients with basic business planning ❖ Provide export advice to small and medium enterprise ❖ Coach Seda trainee business advisors at branch level
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ To obtain an average of between 71% and 80% 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 • Pre-Start-up Assessment Tool • Entrepreneurial Diagnostic Tool • Small Business Assessment Tool • Assessment of Company Operations Tool • Critical Planning Exercise Tool • Business Planning Tool • Export Readiness Assessment Tool • SME Costing Tool
	<p>To apply, please send your CV to recruitmentnc@seda.org.za Please state the position you are applying for in the subject line.</p> <p>Closing Date : 06 December 2011</p>