

JOB PROFILE

JOB TITLE	Contract Specialist : SALH, Atlanta (2 financial years)
JOB GRADE	R 528 000/annum (R44k per month)
REPORTING TO	Senior Manager: Stakeholder Management & Public Relations
MAIN PURPOSE OF THE JOB	Ensuring that the project South African Lifestyle Hub (SALH), which is a project managed on behalf of the Department of Small Business Development, is managed efficiently.
NO. OF INCUMBENTS	1 (One)
LOCATION	Seda National Office
PREFERRED MINIMUM EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> ❖ Bachelor's Degree or a recognized qualification in Project Management ❖ 5 - 8 Project Management experience ❖ Ability to operate and build relationships with stakeholders in the project ❖ Must have working knowledge/understanding of the Small Enterprise Development within the Public sector experience
KEY PERFORMANCE AREA	<ul style="list-style-type: none"> ❖ Liaise with McGlobal Explorers (Showroom Managers) ❖ Liaise with the Business Advisors of Seda (Support to crafters) ❖ Liaise with the artists/crafters (Orders/Complaints/Queries) ❖ Develop Guidelines for processing of crafters orders in the provinces (Seda network) ❖ Tracking of the production for orders received by the artists/crafters ❖ Consolidate reports from provinces on the survey conducted by BAs ❖ Review reports from McGlobal Explorers & consolidate into quarterly reports for submission to the Department of Small Business Development ❖ Ensure Payments to McGlobal Explorers and artists/crafters are made on time ❖ Write reports on the progress of the project quarterly ❖ Oversee the work of the Administrator ❖ Product identification & selection ❖ Freightling of the products & Procurement of the Freight Forwarder
PREFERRED KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> ❖ Excellent Business English writing, editing and verbal communication skills ❖ Extraordinary attention to detail (for proofreading) ❖ Working knowledge of formulation of policies and procedures ❖ Working knowledge of public relations
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Exceptional writing, negotiating and networking skills ❖ Professional and presentable image ❖ Ability to manage conflict. ❖ Ability to meet strict deadlines. ❖ Computer Literacy - MS Word, MS Excel, MS PowerPoint and Email ❖ A fair understanding of internet and social media with a proven track record.

ADDITIONAL COMPETENCIES	<ul style="list-style-type: none">❖ Follow up❖ Adaptability❖ Innovation
<p>To apply, please send your CV to recruitmentedd@seda.org.za .Please state the position you are applying for in the subject line.</p> <p>Closing Date: 21 April 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>	