

**JOB PROFILE**

<b>JOB TITLE</b>	Specialist: New Offerings Development
<b>REPORTING TO</b>	Manager: Offerings Development
<b>MAIN PURPOSE OF THE JOB</b>	❖ To design, develop, pilot, repackage and package existing and new Seda offerings (products and Services)
<b>NO. OF INCUMBENTS</b>	1
<b>LOCATION</b>	National Office : Sunnyside
<b>PREFERRED MINIMUM EDUCATION AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ A Three year tertiary qualification in Engineering / Economics / Business Management</li> <li>❖ 3-5 years new product and services development experience</li> <li>❖ Ability to interpret and analyse research findings</li> <li>❖ Relevant experience in the support and development of Small enterprises will be an added advantage</li> </ul>
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Develop and implement a strategy to source, design, develop, pilot, repackage and package new and existing products for Small Enterprise Development</li> <li>❖ Package successful pilot products for national implementation</li> <li>❖ Establish and maintain partnerships with relevant stakeholders, including overseas stakeholders in order to make activities a collaborative initiative and support the Seda delivery network</li> <li>❖ Develop and manage an annual work-plan and budget with regard to New Offerings Development activities.</li> <li>❖ Further develop Seda offerings through capturing and disseminating best practices</li> <li>❖ Provide consolidated reporting on offerings developed</li> <li>❖ Coordinate the integration between current offerings and new offerings.</li> <li>❖ Perform ad hoc duties associated with New Offerings</li> </ul>
<b>PREFERRED MINIMUM KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>❖ Knowledge managing Programmes</li> <li>❖ Knowledge of Developing and Supporting SMME's</li> <li>❖ Analytical skills</li> <li>❖ Computer Literacy</li> <li>❖ Communications Skills</li> <li>❖ Financial Skills</li> </ul>

<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"><li>❖ Good Stakeholder relations</li><li>❖ Team Player</li><li>❖ Responsible</li><li>❖ Innovative</li></ul>
	<p>To apply, please send your CV to <a href="mailto:recruitmentpad@seda.org.za">recruitmentpad@seda.org.za</a> Please state the position you are applying for in the subject line. Closing Date: 12 December 2011</p>