



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

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| JOB TITLE | Branch Manager | | |
| REPORTING TO | Provincial Manager | | |
| JOB GRADE | D2 | Minimum | Midpoint |
| | TOTAL CTC. | R662 090 | R778 929 |
| NO. OF INCUMBENTS | 1 | | |
| DIVISION | Enterprise Development Division | | |
| LOCATION | Mpumalanga: Ehlanzeni Branch | | |
| MAIN PURPOSE OF THE JOB | To manage the Seda Branch operations to ensure effective and efficient delivery of services to small enterprises and co-operatives in line with Seda strategy and policies | | |
| KEY PERFORMANCE AREAS | <ul style="list-style-type: none"> ❖ Manage Branch Operations ❖ Manage Branch Infrastructure ❖ Manage Stakeholder Relations within the Branch ❖ Manage Human Resources within the Branch ❖ Manage Financial and Risk within the Branch | | |
| REQUIRED MINIMUM QUALIFICATION | <ul style="list-style-type: none"> ❖ Matric (NQF Level 4) and Bachelor's Degree or BTech (NQF Level 7) in Economics/Business Administration/Project Management/Operations Management/Engineering ❖ Honours Degree or Postgraduate Diploma (NQF Level 8) will be an added advantage | | |
| REQUIRED MINIMUM WORK EXPERIENCE | <ul style="list-style-type: none"> ❖ 6-8 year's working experience of which 3 - 5 years must have been in a management/business advisory position <p>Able to demonstrate:</p> | | |

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| | <ul style="list-style-type: none"> ❖ Experience in dealing with SMME's ❖ Experience in interacting with stakeholders ❖ Operations Management Experience |
| | <ul style="list-style-type: none"> ❖ Strategic thinking ❖ Financial and business acumen ❖ Leadership skills ❖ Planning and organizing ❖ Communication written and verbal ❖ Innovative ❖ Good interpersonal Skills ❖ Change management ❖ Presentation skills ❖ Team Player ❖ Networking skills ❖ Analytical skills ❖ Computer literacy |
| | <p>To apply, please send your CV to recruitmentmpu@seda.org.za Please state the position and office you are applying for in the subject line. Closing Date: 16 July 2019</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. Proposed offers will be made from Minimum to Midpoint as advertised.</p> | |