



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

an agency of the dsbd

**JOB PROFILE**

<b>JOB TITLE</b>	Business Advisor Level 2		
<b>REPORTING TO</b>	Branch Manager		
<b>JOB GRADE</b>	C3	Minimum	Midpoint
	TOTAL CTC	R334 230	R393 212
<b>NO. OF INCUMBENTS</b>	1		
<b>DIVISION</b>	Enterprise Development Division		
<b>LOCATION</b>	Northern Cape: Namakwa Branch		
<b>MAIN PURPOSE OF THE JOB</b>	To provide business development services primarily to micro and small enterprises.		
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Provide relevant business advisory services and information to micro and small enterprises</li> <li>❖ Conduct Business Diagnostics using relevant tools</li> <li>❖ Facilitate and manage the implementation of interventions and business growth strategies</li> <li>❖ Monitor and evaluate the improvement of client business position</li> </ul>		
<b>REQUIRED MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>❖ Matric(NQF Level 4) and Diploma (NQF Level 5/12 months certificate) qualification in Business Management/Commerce/Engineering/ Project Management</li> </ul>		
<b>REQUIRED MINIMUM WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ 3 - 4 years relevant work experience, where at least 2 years' experience as a business consultant/manager/business owner</li> </ul> <p>Able to demonstrate:</p>		

	<ul style="list-style-type: none"> <li>❖ Good understanding and knowledge of the small enterprise development sector</li> </ul>
<b>INHERENT JOB REQUIREMENT</b>	<ul style="list-style-type: none"> <li>❖ A valid South African driver's licence</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Customer oriented</li> <li>❖ Sound written and verbal communication skills</li> <li>❖ Computer literacy</li> <li>❖ Good interpersonal skills</li> <li>❖ Facilitation / presentation skills</li> <li>❖ High ethical standards</li> <li>❖ Analytical skills</li> <li>❖ Time Management</li> <li>❖ Goal oriented</li> <li>❖ Team player</li> <li>❖ Planning and Organising</li> <li>❖ Attention to detail</li> <li>❖ Project Management</li> <li>❖ Decision-making</li> <li>❖ Financial and business acumen</li> <li>❖ Innovation</li> </ul>
	<p>To apply, please send your CV to <a href="mailto:recruitmentnc@seda.org.za">recruitmentnc@seda.org.za</a></p> <p>Please state the position and office you are applying for in the subject line. <b>Closing Date: 15 July 2019</b></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. <b>Proposed offers will be made from Minimum to Midpoint as advertised.</b></p>	