



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

an agency of the dsbd

## JOB PROFILE

<b>JOB TITLE</b>	Branch Manager		
<b>DURATION</b>	Twelve (12) Months Fixed Term Contract		
<b>REPORTING TO</b>	Provincial Manager		
<b>JOB GRADE</b>	D2	Minimum	Midpoint
	CTC	R854 628.00	R1 005 444.00
<b>NO. OF INCUMBENTS</b>	1		
<b>DIVISION</b>	Enterprise Development Division		
<b>LOCATION</b>	Eastern Cape - O.R. Tambo branch		
<b>MAIN PURPOSE OF THE JOB</b>	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		
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Manage Branch Operations</li> <li>❖ Manage Branch Infrastructure</li> <li>❖ Manage Stakeholder Relations within the Branch</li> <li>❖ Manage Human Resources within the Branch</li> <li>❖ Manage Financial and Risk within the Branch</li> </ul>		
<b>REQUIRED MINIMUM QUALIFICATION</b>	<ul style="list-style-type: none"> <li>❖ Matric and Bachelor's Degree or BTech (NQF Level 7) in Economics/Business Administration/Project Management/Operations Management/Engineering</li> <li>❖ Honours Degree or Postgraduate degree (NQF Level 8) will be an added advantage</li> </ul>		
<b>REQUIRED MINIMUM WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ 6-8 year's working experience of which 3 years must have been in a management/business advisory position</li> </ul>		

	<p><b>Able to demonstrate:</b></p> <ul style="list-style-type: none"> <li>❖ Experience in dealing with SMME's</li> <li>❖ Experience in interacting with stakeholders</li> <li>❖ Operations Management Experience</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Strategic thinking</li> <li>❖ Financial and business acumen</li> <li>❖ Leadership skills</li> <li>❖ Planning and organizing</li> <li>❖ Communication written and verbal</li> <li>❖ Innovative</li> <li>❖ Good interpersonal Skills</li> <li>❖ Change management</li> <li>❖ Presentation skills</li> <li>❖ Team Player</li> <li>❖ Networking skills</li> <li>❖ Analytical skills</li> <li>❖ Computer literacy</li> </ul>
<p><b>NB:</b> It is the organization's intention to promote equity and representivity in terms of race, gender and people living with disability as per the set numerical targets contained in the organizational Employment Equity Plan (EE Plan). To ensure compliance and successful implementation of the EE Plan, all applicants should indicate their race, gender and disability status in their curriculum vitae (CV). <b>Previously Disadvantaged Individuals are encouraged to APPLY.</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). <b>Proposed offers will be made from Minimum to Midpoint as advertised.</b></p> <ul style="list-style-type: none"> <li>❖ 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.</li> <li>❖ Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted).</li> <li>❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal.</li> </ul>	

❖ Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT.

To apply, please send your CV to [recruitmentec@seda.org.za](mailto:recruitmentec@seda.org.za)

Please state the position you are applying for in the subject line. **Closing Date: 23 July 2024**