



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

an agency of the dsbd

**JOB PROFILE**

<b>JOB TITLE</b>	Business Advisor Level 2		
<b>DURATION</b>	Twelve (12) Months Fixed Term Contract		
<b>REPORTING TO</b>	Branch Manager		
<b>JOB GRADE</b>	C3	Minimum	Midpoint
	TOTAL CTC	R 431 426	R 507 560
<b>NO. OF INCUMBENTS</b>	1		
<b>DIVISION</b>	Enterprise Development Division		
<b>LOCATION</b>	Free State: Xhariep Branch (Trompsburg)		
<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 National Diploma (NQF Level 6) qualification in Business Management/Commerce/Engineering/Project Management</li> </ul>		
<b>REQUIRED WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ 3 - 5 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>INHERET 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><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). <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 [recruitmentfs@seda.org.za](mailto:recruitmentfs@seda.org.za)

Please state the position you are applying for in the subject line.

**Closing Date: 04 July 2024**