



SMALL ENTERPRISE DEVELOPMENT AGENCY

an agency of the dsbd

JOB PROFILE

JOB TITLE	Business Advisor Level 3		
DURATION	Twelve (12) Months Fixed Term Contract		
REPORTING TO	Branch Manager		
JOB GRADE	C5	Minimum	Midpoint
	CTC	R 619 060.00	R 728 306.00
NO. OF INCUMBENTS	1		
DIVISION	EDD - Enterprise Development Division		
LOCATION	Kwazulu Natal: uMgungundlovu Branch		
MAIN PURPOSE OF THE JOB	To provide strategic business development services primarily to developed small and medium enterprises		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Provide relevant strategic direction and business advisory services to existing small and medium enterprises. ❖ Conduct Business Diagnostics using relevant tools. ❖ Facilitate access to formal markets. ❖ Facilitate and manage small enterprise training courses and specialized seminars to potential high value start-ups and existing small and medium enterprises. ❖ Monitor and evaluate the improvement of client business position. 		
REQUIRED MINIMUM QUALIFICATION	<ul style="list-style-type: none"> ❖ Matric (NQF Level 4) and National Diploma (NQF Level 6) in Business Management/ Commerce/ Engineering/ Project Management ❖ Bachelor Degree (NQF Level 7) in Business Management/ Commerce/ Engineering/ Project Management will be an added advantage. 		

REQUIRED WORK EXPERIENCE	<ul style="list-style-type: none"> ❖ 4 - 6 year's work experience in business advisory/ consulting/ business owner. <p>Able to demonstrate:</p> <ul style="list-style-type: none"> ❖ Good understanding and knowledge of the small enterprise development sector.
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Written and verbal communication skills ❖ Interpersonal skills ❖ Finance and business acumen ❖ Customer oriented ❖ Facilitation / presentation skills ❖ Computer literacy ❖ Analytical skills ❖ Planning & Organising skills ❖ Attention to detail ❖ Project Management skills ❖ Decision-making skills ❖ Strategic thinking and visioning ❖ Innovation ❖ Leadership skills ❖ Change Management ❖ Report writing skills ❖ Mentoring & Coaching skills ❖ Relationship building
<p>NB: 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). Previously Disadvantaged Individuals are encouraged to APPLY.</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>	

- ❖ 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).
- ❖ Applicants should note that any false information contained in their cv and related documents could result in disqualification and/or summary dismissal.
- ❖ 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 recruitmentkzn@seda.org.za

Please state the position you are applying for in the subject line. **Closing Date: 05 July 2024**