



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

an agency of the dsbd

**JOB PROFILE**

<b>JOB TITLE</b>	Business Advisor Level 3		
<b>DURATION</b>	Twelve (12) Months Fixed Term Contract		
<b>REPORTING TO</b>	Branch Manager		
<b>JOB GRADE</b>	C5	Minimum	Midpoint
	CTC	R 619 060.00	R 728 306.00
<b>NO. OF INCUMBENTS</b>	1		
<b>DIVISION</b>	Enterprise Development Division - EDD		
<b>LOCATION</b>	Northern Cape - John Taolo Gaetsewe Branch		
<b>MAIN PURPOSE OF THE JOB</b>	To provide strategic business development services primarily to developed small and medium enterprises		
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Provide relevant strategic direction and business advisory services to existing small and medium enterprises.</li> <li>❖ Conduct Business Diagnostics using relevant tools.</li> <li>❖ Facilitate access to formal markets.</li> <li>❖ Facilitate and manage small enterprise training courses and specialized seminars to potential high value start-ups and existing small and medium enterprises.</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) in Business Management/ Commerce/ Engineering/ Project Management</li> <li>❖ Bachelor's Degree (NQF Level 7) in Business Management/ Commerce/ Engineering/ Project Management as added advantage.</li> </ul>		

<b>REQUIRED WORK EXPERIENCE</b>	<p>4 - 6 year's work experience in business advisory/ consulting/ business owner</p> <p><b>Able to demonstrate:</b></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>❖ Written and verbal communication skills</li> <li>❖ Interpersonal skills</li> <li>❖ Finance and business acumen</li> <li>❖ Customer oriented</li> <li>❖ Facilitation / presentation skills</li> <li>❖ Computer literacy</li> <li>❖ Analytical skills</li> <li>❖ Planning &amp; Organising skills</li> <li>❖ Attention to detail</li> <li>❖ Project Management skills</li> <li>❖ Decision-making skills</li> <li>❖ Strategic thinking and visioning</li> <li>❖ Innovation</li> <li>❖ Leadership skills</li> <li>❖ Change Management</li> <li>❖ Report writing skills</li> <li>❖ Mentoring &amp; Coaching skills</li> <li>❖ Relationship building</li> </ul>

**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). 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). **Previously Disadvantaged Individuals are encouraged to APPLY.**

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.**

- ❖ 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.
- ❖ 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 [recruitmentnc@seda.org.za](mailto:recruitmentnc@seda.org.za)

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