

## JOB PROFILE

<b>JOB TITLE</b>	Information Officer		
<b>DURATION</b>	Twelve (12) Months Fixed Term Contract		
<b>REPORTING TO</b>	Branch Manager		
<b>JOB GRADE</b>	C1	Minimum	Midpoint
	TOTAL CTC	R314 335.00	R369 806.00
<b>NO. OF INCUMBENTS</b>	1		
<b>DIVISION</b>	EDD		
<b>LOCATION</b>	North West: Ngaka Modiri Molema Branch		
<b>MAIN PURPOSE OF THE JOB</b>	To provide business advice, training and information on Seda products and services and make referrals to relevant stakeholders		
<b>KEY PERFORMANCE AREAS</b>	<ul style="list-style-type: none"> <li>❖ Coordinate branch events and activities and provide support for Provincial Events</li> <li>❖ Disseminate information to internal and external branch stakeholders and make relevant referrals</li> <li>❖ Conduct assessments and implement interventions</li> <li>❖ Coordinate and facilitate of training and information sessions</li> <li>❖ Maintain and update database records and marketing material</li> </ul>		
<b>REQUIRED MINIMUM EDUCATION</b>	<ul style="list-style-type: none"> <li>❖ Matric (NQF level 4) plus Diploma (NQF Level 5/12 months certificate) Business Management/Marketing</li> </ul>		
<b>REQUIRED WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ 3 - 4 years' experience in a customer orientated environment</li> <li>Knowledge of small enterprise development sector</li> <li>Able to demonstrate:               <ul style="list-style-type: none"> <li>❖ Exposure to small enterprise development sector</li> <li>❖ Events and training coordination experience</li> </ul> </li> </ul>		

<b>INHERENT REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>❖ A valid South African driver's license</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Advisory Service</li> <li>❖ Communication</li> <li>❖ Stakeholder Engagement</li> <li>❖ Analytical</li> <li>❖ Business Acumen</li> <li>❖ Problem-Solving &amp; Decision-Making</li> <li>❖ Planning &amp; Organising</li> <li>❖ Monitoring &amp; Evaluation</li> <li>❖ Performance Driven</li> <li>❖ Administrative Diligence</li> <li>❖ Team Work</li> <li>❖ Adaptability &amp; Flexibility</li> <li>❖ Policy Adherence</li> <li>❖ Negotiation</li> <li>❖ Basic Computer Skills</li> <li>❖ Financial Acumen</li> <li>❖ Office Management</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> <li>❖ Please note that by applying for this position, you give SEDA permission to process your personal information in compliance with POPI ACT.</li> </ul>	

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

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