



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

an agency of the dsbd

## RE-ADVERTISEMENT JOB PROFILE

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |          |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|
| <b>JOB TITLE</b>                      | Regional Facilitator                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |          |          |
| <b>REPORTING TO</b>                   | Branch Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |          |          |
| <b>JOB GRADE</b>                      | C5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Minimum  | Midpoint |
|                                       | TOTAL CTC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | R619 060 | R728 306 |
| <b>NO. OF INCUMBENTS</b>              | 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |          |
| <b>DIVISION</b>                       | Enterprise Development Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |          |          |
| <b>LOCATION</b>                       | North West: Ngaka Modiri Molema Branch (Mafikeng)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |          |          |
| <b>MAIN PURPOSE OF THE JOB</b>        | To build strong cooperatives and collectively owned enterprises at Provincial network and to be catalysts in the development of small enterprises                                                                                                                                                                                                                                                                                                                                                                                                                  |          |          |
| <b>KEY PERFORMANCE AREAS</b>          | <ul style="list-style-type: none"> <li>❖ Establish sector- specific cooperatives and collective enterprises.</li> <li>❖ Support and guide institutional development of sector-specific cooperatives and collective enterprises.</li> <li>❖ Manage growth and development of sector-specific cooperatives and collective enterprises.</li> <li>❖ Represent cooperatives and collective enterprises at local stakeholder forums.</li> <li>❖ Mobilize communities in order to develop functional and well running cooperatives and collective enterprises.</li> </ul> |          |          |
| <b>REQUIRED MINIMUM QUALIFICATION</b> | ❖ Matric (NQF Level 4) plus National Diploma (NQF Level 6) in Business Administration/Development studies/Social Sciences/Commerce                                                                                                                                                                                                                                                                                                                                                                                                                                 |          |          |

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                         | <ul style="list-style-type: none"> <li>❖ Bachelors Degree (NQF Level 7) in Business Administration/Development studies/Social Sciences/Commerce will be an added advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>REQUIRED MINIMUM WORK EXPERIENCE</b> | <ul style="list-style-type: none"> <li>❖ 4 - 6 years' work experience in Enterprise Development</li> </ul> <p>Able to demonstrate:</p> <ul style="list-style-type: none"> <li>❖ Good understanding and knowledge of the small enterprises and cooperatives development sector</li> </ul>                                                                                                                                                                                                                                                                                                    |
| <b>INHERENT JOB REQUIREMENT</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> |

**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.**

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.**

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

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

**Closing Date: 27 June 2024**