

JOB PROFILE

READVERTISEMENT

JOB TITLE	Business Advisor Level 2		
DURATION	Twelve (12) Months Contract		
REPORTING TO	Branch Manager		
JOB GRADE	C3	Minimum	Midpoint
		R 358 920	422 259
NO. OF INCUMBENTS	1		
DIVISION	Enterprise Development Division		
LOCATION	Eastern Cape - Amathole Branch		
MAIN PURPOSE OF THE JOB	To provide business development services primarily to micro and small enterprises		
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Provide relevant business advisory services and information to micro and small enterprises ❖ Conduct Business Diagnostics using relevant tools ❖ Facilitate and manage the implementation of interventions and business growth strategies ❖ Monitor and evaluate the improvement of client business position 		
REQUIRED MINIMUM QUALIFICATION	❖ Matric (NQF level 4) plus Diploma or Certificate (NQF Level 5) in Business Management/Commerce/Engineering/ Project Management		
REQUIRED WORK EXPERIENCE	<ul style="list-style-type: none"> ❖ 3 - 4 years' relevant work experience, where at least 2 years' experience as a business consultant/manager/business owner <p>Able to demonstrate:</p>		

	❖ Good understanding and knowledge of the small enterprise development sector
INHERET JOB REQUIREMENT	❖ A Valid South African driver's licence
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Customer oriented ❖ Sound written and verbal communication skills ❖ Computer literacy ❖ Good interpersonal skills ❖ Facilitation / presentation skills ❖ High ethical standards ❖ Analytical skills ❖ Time Management ❖ Goal oriented ❖ Team player ❖ Planning and Organising ❖ Attention to detail ❖ Project Management ❖ Decision-making ❖ Financial and business acumen ❖ Innovation
<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). 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).</p> <p>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>	
<p>To apply, please send your CV to recruitmentec@seda.org.za.</p> <p>Please state the position you are applying for in the subject line.</p> <p>Closing Date: 20 January 2022</p>	