

JOB PROFILE			
JOB TITLE	Business Advisor Level 2		
REPORTING TO	Branch Manager		
JOB GRADE		Minimum	Maximum
	C3	R 300 864	R 407 052
MAIN PURPOSE OF THE JOB	To provide business development services primarily to micro and small enterprises		
NO. OF INCUMBENTS	1		
LOCATION	Eastern Cape: Alfred Nzo		
REQUIRED MINIMUM EDUCATION	❖ Matric and a three (3) year tertiary qualification in Business Management/Commerce/Engineering/ Project Management		
REQUIRED MINIMUM WORK EXPERIENCE	❖ 3 - 4 years relevant work experience, where at least 2 years' experience as a business consultant/manager/business owner Able to demonstrate: Good understanding and knowledge of the small enterprise development sector		
KEY PERFORMANCE AREA	❖ 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		
INHERENT JOB REQUIREMENT	❖ A valid South African driver's licence		
CRITICAL COMPETENCIES	❖ 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
	To apply, please send your CV to recruitmentec@seda.org.za . Please state the position you are applying for in the subject line. Closing Date: 28 November 2016
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	