

**JOB PROFILE**

<b>JOB TITLE</b>	Branch Manager
<b>REPORTING TO</b>	Provincial Manager
<b>MAIN PURPOSE OF THE JOB</b>	<p>To plan, direct and coordinate, support, monitor and evaluate the Seda district network operations in delivering support services to small enterprises in line with Seda strategy and policies.</p> <p>To take responsibility for the day to day management of the branch as well as the performance management of the Seda district and Seda enterprise information centre affiliates</p>
<b>LOCATION</b>	Kwazulu Natal : Ugu Branch
<b>PREFERRED MINIMUM EDUCATION AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>❖ Relevant 3 year tertiary qualification in Economics, Business Administration or Operations Management or equivalent</li> <li>❖ 3-5 years experience in a management position</li> <li>❖ Experience in dealing with SMME's</li> <li>❖ Experience in interacting with stakeholder at all levels of the government will be an added advantage</li> <li>❖ Extensive Operations Management Experience</li> </ul>
<b>KEY PERFORMANCE AREA</b>	<ul style="list-style-type: none"> <li>❖ Deliver on operational targets in line with the Seda national strategy by providing Seda products and services</li> <li>❖ Implement the Seda performance management framework to manage the level of quality of service delivery</li> <li>❖ Develop and maintain sound stakeholder relationships</li> <li>❖ Facilitate the development of district networks capacity in terms of infrastructure, people, resources and technology</li> <li>❖ Facilitate the development of a consistent brand and service delivery in the enterprise information centres</li> </ul>
<b>PREFERRED KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>❖ Ability to implement strategies and policies as well as to identify new opportunities</li> <li>❖ Computer Literacy</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Leadership skills</li> <li>❖ Planning and organizing</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Strategic thinking</li> <li>❖ Business acumen</li> <li>❖ Communication written and verbal</li> <li>❖ Innovative</li> <li>❖ Good interpersonal Skills</li> <li>❖ Change leadership</li> </ul>
<b>ADDITIONAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>❖ Presentation</li> <li>❖ Team Player</li> <li>❖ Networking</li> <li>❖ Analytical</li> </ul>
	<p>To apply, please send your CV to <a href="mailto:recruitmentkzn@seda.org.za">recruitmentkzn@seda.org.za</a>  Please state the position you are applying for in the subject line.  <b>Closing Date: 19 December 2011</b></p>