

JOB PROFILE

JOB TITLE	Business Advisor
JOB GRADE	Level 2
REPORTING TO	Branch Manager
MAIN PURPOSE OF THE JOB	To provide business advisory and related support to small enterprises
LOCATION	Western Cape : Eden Branch
PREFERRED MINIMUM EDUCATION AND EXPERIENCE	<ul style="list-style-type: none"> ❖ A relevant 3 year tertiary qualification (Business Development, Commerce) ❖ At least 2-4 years experience in a small business development environment either as a business owner, manager or employee ❖ A minimum of 2 years experience as a business advisor
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> ❖ Provide relevant business advisory services ❖ Provide advisory services to potential and existing small enterprises in the area of tendering ❖ Facilitate technical skills training and other relevant training ❖ Facilitate focus groups ❖ Assist clients with basic business planning
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> ❖ To obtain an average of between 61% and 70% in the Seda Competency Based Generic Skills Assessment covering the following critical areas: Management skills Marketing skills Numeric skills Financial skills Costing skills Legal skills Admin skills Financial business planning skills Microsoft Excel skills Microsoft Word skills ❖ Good written and verbal communication skills ❖ Customer orientation ❖ Facilitation / presentation skills
ADDITIONAL COMPETENCIES	<ul style="list-style-type: none"> ❖ Knowledge of the small enterprise development sector ❖ High ethical standards ❖ Demonstrate competence in the use of the following Seda diagnostic/ assessment tools over a period of 6-12 months of being employed:

	<ul style="list-style-type: none">❖ Business Idea Evaluation Tool❖ Pre-Start-up Assessment Tool❖ Entrepreneurial Diagnostic Tool❖ Small Business Assessment Tool❖ Assessment of Company Operations Tool❖ Critical Planning Exercise Tool
	<p>To apply, please send your CV to recruitmentwc@seda.org.za and specify the position and branch you are applying for the subject line</p> <p>Closing Date: 02 February 2012</p>