



ADVERTISEMENT

ENTERPRISE / SMME / BUSINESS DEVELOPMENT OFFICER

NOTICE NO: 109/2022

Senqu Local Municipality, a category 2 municipality that incorporates Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw and the environs invites applications from all suitably qualified candidates for the position mentioned above.

Remuneration: TASK GRADE 11 OF A CATEGORY 2 LOCAL AUTHORITY

R 289 366.00 – R 375 611.00 PER ANNUM (*excluding Council 's benefits*)

JOB PURPOSE

Coordinate's outputs and deliverables associated with promotion of SMME's, Agricultural Development and Poverty Alleviation within Senqu Municipality.

MINIMUM ESSENTIAL REQUIREMENTS AND EXPERIENCE

- Grade 12 plus three years National Diploma in Business Administration / Economics
- Three-years relevant experience
- Computer Literacy
- Code EB/B driving license



KEY PERFORMANCE AREAS

- Interacts with identified and relevant stakeholders in an effort to identify products and services that can be turned into profitable / viable businesses;
- Coordinating SMME development projects to ensure that objectives in terms of the IDP are met;
- Engages in efforts to enhance relationship with stakeholders, who will contribute positively towards this function;
- Coordinates the establishment of Community Worker Programmes (CWP) as a means of alleviating poverty;
- Disseminates functional and professional information on the immediate, short- and long-term objectives and current developments, problems and constraints;
- Coordinating the administrative and reporting requirements associated with the key performance and result indicators of the functionality.

KEY COMPETENCIES REQUIRED FROM ALL APPLICANTS

- Proven attributes of integrity, honesty, maturity, courtesy, transparency and commitment to ensure progressive democratic and accountable governance that delivers sustainable and efficient services.
- Ability to effectively inspire and encourage people, respect diversity, optimise talent and build and nurture relationships in order to achieve institutional objectives.
- Ability to maintain the high-quality standards while achieving desired outcomes and results.
- Good organizational and administrative skills, communication skills and problem-solving skills will be an added advantage.
- Report writing skills.
- Be able to work under stressful environment

APPLICABLE BENEFITS

- Medical Aid, Pension, Housing Subsidy and 13th Cheque

The closing date for submission of applications is Friday, 4 November 2022 and no late, emailed and faxed applications will be accepted. Application packs must reach us by 12 noon.



APPLICATION PROCESS

Any individual who wishes to apply for this position **must** complete and submit the Senqu Local Municipality application form obtainable from our website www.senqu.gov.za, together with a comprehensive Curriculum Vitae, certified copies of qualifications, ID and driver's license. An application pack which contains all the above-mentioned documents must be submitted to the under mentioned address.

This Council subscribes to the policies of Affirmative Action and Employment Equity and appointment will be made with these policy considerations.

Appointment will be subject to appropriate reference and qualification checks as well as security vetting.

Canvassing and/or lobbying of Councillors and officials will not be accepted and non-compliance thereof shall immediately disqualify an applicant.

Should you not receive communication from us within thirty (30) days after the closing date of this advertisement, please consider your application to be unsuccessful.

A successful candidate will be expected to sign a Performance Agreement.

Please note that Council reserves the right not to fill the position.

CONTACT PERSON

All enquiries should be directed to the Human Resources Directorate *on* - telephone 051 603 1300/1306 *during working hours* or mokokat@senqu.gov.za

MR M.M YAWA
MUNICIPAL MANAGER
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File no: 4/3/2/1/6

12/10/2022