



enterprise ilembe

ECONOMIC DEVELOPMENT AGENCY

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the region

VACANCY

ENTERPRISE DEVELOPMENT MANAGER FIXED TERM CONTRACT (12 MONTHS) (Market Related Package)

Enterprise iLembe seeks an experienced, innovative, goal driven and team focused Enterprise Development Manager, who will ensure the realisation of Enterprise iLembe's strategic business training and mentoring objectives, optimize quality service delivery through utilisation of available resources and overall management of the training and mentoring programme.

Requirements:

- Matric plus a three (3) year qualification in Management or commerce discipline
- 5 years Professional Experience (2 years in managerial role)
- Extensive experience in entrepreneurship promotion and the SMME development field
- Experience in Project Management
- MS Office – intermediary to advance
- Proven ability to apply a business or commercial thought process in decision making, planning and implementation of projects.
- The ability to foster, nurture and encourage growth between SMMEs and the organization ensuring mutually beneficial relations.
- Be able to communicate effectively at all levels, ensuring understanding, trust, buy-in and commitment from internal and external stakeholders
- Understanding of SMME development
- Project Management – the ability to facilitate multi-disciplinary projects at any given time
- Strong information gathering and sorting ability
- Product knowledge of the organisation and the customer base and possess the ability to integrate such
- The ability to create and maintain visibility for the incubates

Key Responsibilities:

Prepare and present training programmes

- Identify appropriate outsourced training service providers and manage intervention and key outputs
- Assist businesses with preparation of all required material and ensure all required material is produced within required formats and timeframes.
- Review all material produced by business and advise appropriate action based upon the quality thereof
- Ensure all businesses submit monthly documentation and input
- Meet with each business to assess progress towards objectives on a monthly basis
- Provide day to day advice to incubator clients on matters relating but not limited to
 - o Financial literacy – analysis of financial statements
 - o Managing finances – budgets, credit management
 - o Cash flow forecasts
 - o Costing
 - o Risk analysis
- General management, planning, organising, leading, supervising, controlling, measuring inputs and outputs
- Procurement, quotations, invoicing, material control, advertising and marketing
- Admin Management – recording keeping, attendance/leave/wage registers
- Human Resource Management
- Manage and report on volunteer mentor interactions with business
- Source, recruit, establish and co-ordinate a pool of skill and sector specific expertise
- Create and co-ordinate a database of individual mentors with appropriate skills and resources for the programme

Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998.

Please forward your application together with a detailed CV and certified copies of your educational certificates to: **The Chief Executive Officer ; Enterprise iLembe; PO Box 593 Ballito 4420; Email: kerry@enterpriseilembe.co.za**

The closing date for submissions is **Friday, 22 June 2018 at 14h00**. Please note that emailed applications received after the closing date will not be considered.

If you do not hear from us within four (4) weeks of the closing date, please consider your application as unsuccessful.

Nkosinathi Nkomzwayo (Mr.)
Chief Executive Officer
Enterprise iLembe