



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20230906/964
Advert Reference Number:	RBIDZ 22
Job Title:	Enterprise Development Officer
Job Level:	Officer
Vacancy Type:	Internal & External
Salary:	Negotiable
Department:	RICHARDS BAY INDUSTRIAL DEVELOPMENT ZONE
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	RBIDZ
Number Of Posts:	1

Duties/Responsibilities:

Administration; Provide general administrative support services to the Investment Support Manager on enterprise development activities including but not limited to: Maintain an active and updated SMME database, planning and organizing of SMME events and activities, compile and update reports on SMME and locator/investor linkages; Receive enquiries and keep a record of SMMEs opportunities available from investors; SMME Support Management; Keep close contact with Provincial and Local SMME development institutions (involved in training, funding, support, and mentorship); Development and Facilitation of small enterprise development in the region; Coordinate incubator and enterprise development events in line with RBIDZ enterprise development and transformation programs Facilitate the recruitment of SMME's for the enterprise development programme; Assist in undertaking gap analysis for the shortlisted SMME's in the enterprise development programme; Provide support on SMME training programmes done in collaboration with other stakeholders in the enterprise development programme; Assist with the creation of an enabling environment for small enterprises development in the region; Constant profiling of RBIDZ SMME database; Scanning and identifying viable business opportunities from single and operational investors; Monitoring small enterprise development trends; Creating a platform for marketing RBIDZ small enterprises to locators; Encourage small to big businesses linkages; Assist the SMME's in improving the quality of goods and services supplied to investors; Assessment of small enterprises in terms of their needs and assistance required; Establish forward and backwards linkages between locators and SMMEs to contribute towards increased local content, job creation and import substitution in the region; Identify raw material (goods/services) that can be sourced locally and supplied to locators by SMMEs..

Qualifications and Experience:

National Diploma in Small Business Development/ Entrepreneurship/ Enterprise Management and Business Management related; BCom Degree in Business Management, BTech in Entrepreneurship and Business Development Studies; Post Graduate Qualification in Project Management or Business Studies (Advantageous); 2 years' operational experience; Code EB driver license.

Essential Knowledge, Skills and Competencies Required:

Knowledge: Extensive knowledge and understanding of the SEZ legislation; Extensive experience in entrepreneurship promotion and SMME development field; Experience in project management; Knowledge of the business incubation programme; B-BBEE strategy Skills/ Competencies: Diagnostic and analytical Skills (financial); Interpersonal skills; Coaching and Mentorship skills; Strong administrative skills; Communication skills; Customer service oriented; Negotiation Skills; Presentation skills; Building relationships; Project Management skills

Additional Information

To apply, please follow a link
<https://rbidz.mcidirecthire.com/default/External/CurrentOpportunities>

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

Closing Date : 22 Sep 2023

Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c)Applications received after the closing date will not be considered.
- d)Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h)Only candidates who meet the requirements may apply.
- i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j)Applications from Recruitment Agencies will not be considered.
- k)Applications sent to incorrect email address will not be considered.
- l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m)The appointed candidate shall be required to sign a performance agreement.
- n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

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By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.