



## Enterprise Development Specialist - Informal Economy Support Programme (IESP) in eThekweni

Project Preparation Trust of KZN (PPT) seeks an experienced, motivated and self-managing enterprise development specialist for the Informal Economy Support Programme (IESP) in eThekweni. The IESP supports selected, high potential micro and informal enterprises (MIEs) in order to stimulate business growth and job creation. The successful incumbent will have excellent business development and team-work abilities and be able to work effectively with diverse stakeholders. The IESP, which is co-funded by the Jobs Fund, eThekweni and the DSBD, is now in its second, up-scaled phase (of a three-year duration) following a successful pilot phase. Please refer to PPT's website for more information and in particular to the dedicated programme page for the IESP available here: <http://www.pptrust.org.za/programmes-and-projects/ethekwini-micro-enterprise-support/>.

### Responsibilities:

- Assess candidate MIEs and ensure that only those which are viable and high-potential are selected for IESP support by making use of specified criteria (e.g. entrepreneur commitment and track record, business viability and job creation potential).
- Establish realistic business development plans for each selected and assigned MIE which can deliver the intended business growth and job creation target (this will be done collaboratively with each entrepreneur to ensure that they 'own' the business development plan).
- Ensure that effective business development support (and/or on-site, customised training) is provided to each assigned MIE. This support must be provided in terms of a business development plan and within a pre-defined cost, time and scope envelope per enterprise and directly linked to a specific job creation target. This support may be provided either directly by the incumbent and/or via a panel of specialists.
- Directly provide some of the aforementioned business support services (and/or on-site, customised training) to MIEs. Specific areas of specialization may include (but are not limited to) those listed in the attached table. *[Please indicate those areas in which you specialise on the attached table.]*
- Ensure that the job creation target for each assigned MIE is met within the approved cost envelope (as per the business development plan and signed agreement with the MIE).
- Provide high quality reports including progress reports, enterprise profiles and case study learning (and utilising IESP templates and project tools).
- Undertake or assist with monitoring and evaluation.
- Work effectively with diverse external stakeholders (MIEs, Municipality, Dept. Small Business Development, established business etc.) and IESP project team.
- Assist the assigned Programme Coordinator in managing and co-ordinating project activities.

### Requirements:

#### Essential:

- At least three to five years' experience with micro and informal enterprise development including the provision of business support services, enterprise diagnosis, and business development plans.
- At least three to five years' practical experience in some of the areas of specialisation contained in the attached table.
- Experience and understanding of the informal economy and MIEs.
- Self-motivated and self-managing.
- Good conceptual and report-writing skills and numeracy.
- Good computer literacy.
- Strong analytical and strategic skills.
- Excellent communication and people skills.
- Strong skills in planning, organising and team-work.
- Ability to work with diverse stakeholders (government, NGOs, private sector, communities etc.)
- Ability to develop new opportunities, strategic relationships and secure funding.
- Knowledge of the developmental environment, conditions and stakeholders in KZN.
- Ability to develop promotional materials including use of social media.
- Valid S.A. driver's licence and own car.

**Strongly preferred:**

- Durban-based.
- Zulu-speaking.
- A relevant tertiary qualification (e.g. business, development economics, marketing, accounting, human resources etc.)
- Existing relationships/networks with key KZN stakeholders (e.g. communities, government, professionals, NGOs).
- More than five years' relevant work experience.
- Experience in social facilitation.

**Position:** A 30-month contract, preferably commencing in August 2018. Remuneration is between R300, 000 and R375, 000 per annum (total cost to company) depending on skills and experience. The position is Durban-based. A probationary period will apply.

**How to apply:** Please email a cover letter, CV with contactable referees, copies of educational qualifications and the attached table of areas of specialisation to [info@pptrust.co.za](mailto:info@pptrust.co.za) by 31<sup>st</sup> July 2018 (but preferably sooner). Only short-listed candidates will be contacted. If you are not contacted within 2 months of the closing date, please regard your application as unsuccessful. PPT reserves the right not to appoint anyone to this position.

