

CAREER OPPORTUNITY

Role Description	
Job Title	Enterprise Development Manager
Business Unit	Black Umbrellas
Location	Cape Town Region
Job Summary	
Education	Relevant University qualification in a Management discipline (operations or Business Administration or equivalent)
Experience	<ul style="list-style-type: none"> - Five (5) Years professional working experience (two(2) years in a managerial role) - Extensive experience in entrepreneurship promotion and SMME development field - Experience in Project Management - MS Office intermediary to advance
Key Result Areas	<ul style="list-style-type: none"> - Prepare and present training programmes as and when required - Identify appropriate outsourced training services providers and manage intervention and key outputs. - Assist businesses with preparation of all required material and ensure all required material is produced in required format with required timelines - Review all material produced by businesses and advise appropriate action based upon the quality thereof - Ensure all businesses submit monthly documentation and input required - Meet monthly with each business to assess progress towards objectives - Provide day to day advise to incubator clients - Build up and co-ordinate a database of individual mentors with appropriate skills and resources for the programme - Source, recruit, establish and co-ordinate a pool of skill and sector specific expertise - Manage and report on volunteer mentor interactions with businesses - Together with the Regional Manager, recruit and select businesses for the programme.

Please send your application to:	
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Office Contact	021 447 7156
Office Fax	
Closing Date	16 May 2018