

CAREER OPPORTUNITY

Role Description	
Job Title	Enterprise Development Manager
Business Unit	Black Umbrellas
Location	Pretoria
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 Ø MS office – intermediary to advanced
Key Result Areas	<ul style="list-style-type: none"> -Prepare and present training programmes as and when required. -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 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 advice 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 you application to:	
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Office Contact	012 342 5678
Office Fax	
Closing Date	31 May 2018