



enterprise ilembe
ECONOMIC DEVELOPMENT AGENCY

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

JUNIOR COMMUNITY DEVELOPMENT OFFICER (Market Related inclusive Package)

VACANCY

Requirements:

- An appropriate 3 years Diploma in Public Administration or Equivalent qualification
- A minimum of 2 years work experience in the SMME support and development sector.
- Excellent verbal and written communication skills in English and isiZulu
- Understanding of both rural and urban cultural dynamics (local knowledge & understanding of the iLembe District is essential)
- Knowledge of public sector environment
- Drivers Licence

Key Responsibilities: The appointee will:

- Work with local municipalities to identify and support SMEs within their jurisdiction
- Conduct and facilitate various types of trainings and workshops related to SME development
- Support SMEs with business plan packaging and filling funding application forms
- Provide support on business forums to the local municipalities
- Support the establishment and functioning of the District's Informal Traders Chamber
- Identify opportunities that will benefit SMEs and communicate accordingly
- Engage and coordinate meetings with external stakeholders and various funding institutions such as SEDA, SEFA, iThala that will benefit SMEs
- Prepare and submit reports on activities and programmes
- Compile and update SMME and Co-operative sector based databases

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 ID & educational certificates to: **Acting Chief Executive Officer, Ms. Thuthu Ngcobo, Enterprise iLembe. PO Box 593 Ballito 4420** or email: kerry@enterpriseilembe.co.za

The closing date for applications is **03 March 2017 at 16h00**. Please note that faxed applications and applications received after the closing date will not be considered. If you do not hear from us within four (4) weeks after the closing date, please consider your application as unsuccessful.

Ms. Thuthu Ngcobo
Acting Chief Executive Officer
Enterprise iLembe