ENTERPRISE DEVELOPMENT
FACILITATOR

Closing Date: 9th February 2018
Salary: market related (Negotiable)

To apply for this opportunity please forward your full resume:

reception@maritimecluster.co.za

Note: If you haven’t received a response after 3 weeks of the closing date, please consider your application unsuccessful.
Job Description – EThekwini Maritime Cluster

EThekwini Maritime Cluster (EMC) is a non-profit organisation that was launched in 2009. EMC provides a platform for a collaborative engagement between different levels of government, state owned enterprises and the maritime community to implement programs of the common interest that support the growth and improve performance and competitiveness of the maritime industry.

Position Title: Enterprise Development Facilitator
Reporting to: Managing Director
Based at: EThekwini

Job Purpose and Overview:

The Enterprise Development Facilitator will report to the Managing Director and ensure the realisation of the organisation’s strategic business training and mentoring objectives and optimise quality service delivery through utilisation of available resources. Overall management of the training and mentoring programme and the achievement of the organisation’s strategic objectives in this regard.

Key Result Areas:

- 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 on matters relating but not limited to:
  - Financial literacy – analysis of financial statements
  - Managing finances- budgets, credit management
  - Cash Flow forecasts
  - Costing
  - Risk analysis
- General management - planning, organizing, leading, supervising, controlling, measuring inputs and outputs
- Procurement - quotations, invoicing, materials control
- Advertising and marketing
- Admin management – record keeping, attendance/leave/wage registers

- 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 Managing Director, recruit and select businesses for the programme

**Qualifications:**
- Relevant University qualification in a Management discipline (Operations or Business Administration or equivalent)
- 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 advanced

**Experience and Knowledge:**
- Proven ability to apply a business or commercial thought process in decision making, planning and implementations of projects
- The ability to foster, nurture and encourage growth between SMMEs and the organization ensuring mutually beneficial relations
- Be able to communicate effectively at all levels, ensuring understanding, trust, buy-in and commitment from internal and external stakeholders
- Understanding of SMME development
- Good networking skills
Strong administrative skills
Diagnostic and analytical skills (financial)
Proficiency in MS Office suite
Project Management – the ability to facilitate multi-disciplinary projects at any given time
Strong information gathering and sorting ability
Product knowledge of the organization and the customer base and possess the ability to marry the two together in mutually beneficial projects
Goal driven
Result oriented
The ability to create and maintain visibility for the Incubates
Innovative
Team focused
Excellent communication, writing, interpersonal relations and organisational skills

Conduct

To behave in a professional manner at all times, reflecting and maintaining the values and ethos of the organisation and generating a positive image of the organisation

To adhere to all the organisation’s policies and procedures to ensure that these are maintained at all times