



<b>JOB TITLE</b>	Business Developer Officer (BDO)
<b>REPORTING TO</b>	Chief Executive Officer: Gibela Business Incubator
<b>CORE TITLE</b>	Management and General Support Personnel
<b>DURATION</b>	Fixed Contract
<b>CORE SALARY LEVEL</b>	Negotiable
<b>MAIN PURPOSE OF THE JOB</b>	<p>The BDO ensures the successful delivery of incubation services at Incubator, effective operation and use of Gibela facilities and achievement of enterprise development goals and objectives. Establish and manage relationships with both public and private sector stakeholders, public sector entities and research institutions for the benefit of SMME's and the Incubator. The BDO will work intimately with entrepreneurs and start-up companies of Gibela incubation programme with the goal of ensuring effective incubation of innovative technology-based ideas and growth of sustainable businesses.</p>
<b>CORE RESPONSIBILITIES</b>	<p><b><u>1. Business Support</u></b></p> <ul style="list-style-type: none"> <li>▪ Work with SMMEs to identify and evaluate new market,</li> <li>▪ Identify and evaluate specific new profitable business opportunities.</li> <li>▪ Initiate and complete proposals and presentation for new business opportunities</li> <li>▪ Encourage an environment of Innovative thinking and commercialization of innovative ideas</li> <li>▪ Encourage the SMMEs to incorporate innovative methods to their enterprises.</li> <li>▪ Determine the thrust/ drive of the proposed or existing business idea / innovation</li> <li>▪ Work with SMMEs to develop and implement strategic sales plan</li> <li>▪ Assist in achieving sales target of the SMMEs</li> <li>▪ Plan, implement and manage the enterprise development projects, programs, products and services aimed at SMMEs</li> <li>▪ Provide coaching and mentoring to SMMEs</li> <li>▪ Coordinate training and capacity development for SMME's</li> <li>▪ Facilitate training of SMME's</li> </ul>

	<p><b><u>2. Stakeholder Relations</u></b></p> <ul style="list-style-type: none"> <li>▪ Maintain an excellent stakeholder relationship with existing and potential stakeholders</li> <li>▪ Promote relations with relevant stakeholders</li> <li>▪ Liaise with different sector stakeholders and broader business community</li> </ul> <p><b><u>3. Administrative</u></b></p> <ul style="list-style-type: none"> <li>▪ Provide management, stakeholders and SMME's with information</li> <li>▪ Collect data and audit business key performance areas and key performance indicators</li> <li>▪ Compile reports</li> </ul>
<b>REQUIRED MINIMUM QUALIFICATION</b>	3 year Tertiary Qualification in Enterprise Development or Business Management or New Venture Creation or Business Administration
<b>REQUIRED WORK EXPERIENCE</b>	3-5 years' work experience in : <ul style="list-style-type: none"> <li>▪ Business incubation</li> <li>▪ Enterprise development</li> <li>▪ New venture creation</li> <li>▪ Project Management</li> <li>▪ Innovation and technology-driven industry</li> <li>▪ Stakeholder management</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<ul style="list-style-type: none"> <li>▪ Planning and Organizing</li> <li>▪ Computer Literacy</li> <li>▪ Marketing and Communication</li> <li>▪ Interpersonal Relationship</li> <li>▪ Problem solving</li> <li>▪ Analytical thinking</li> <li>▪ Conflict resolution</li> <li>▪ Project management</li> <li>▪ Research / analysis.</li> <li>▪ Facilitation</li> <li>▪ Risk Management</li> <li>▪ Report writing.</li> <li>▪ Presentation skills</li> <li>▪ Strategic thinking</li> <li>▪ Leadership</li> <li>▪ Financial Management</li> </ul>
<b>Enquiries</b>	Ms. Justine Mogashoa - 010 030 0402
<b>Closing date and time</b>	10 April 2024 @17:00
<b>Send application</b>	Applicants must submit a CV to <a href="mailto:hr@gibelainc.co.za">hr@gibelainc.co.za</a>

**Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was not successful.**