



NYDA JOB DESCRIPTION

Job Description: Business Development Officer			
Section A: JOB INFORMATION SUMMARY			
Job Title:	Business Development Officer	Job Grade:	C2
Salary:	R 263, 537.97		
Job Holder Name:			
Level:	Officer		
Date:			
Location	Thabazimbi		
Division or Cluster:	Programme Design, Development and Delivery		
Seconded to:			
Reports to:	District Coordinator	Name	
Location:	Thabazimbi		
No. of positions in the Division or Cluster:	1		
Type of contract:	Full Time – Permanent✓	Fixed Term Contract	Temporary
Contract period:			

<p>Key Job Purpose:</p> <p>Develop and maintain relationships with established or potential targeted young entrepreneurs. Promote growth and competitiveness in established or newly owned enterprises. Duties include:</p> <ul style="list-style-type: none"> • identifying these clients, • carrying out an analysis of their businesses • gain an in depth understanding of the current performance and growth and priorities issues, Identify and action potential course of action through: <ul style="list-style-type: none"> ○ NYDA Voucher Programme ○ NYDA Grant Programme ○ NYDA training suite ○ NYDA Mentorship/ Market Linkages Programme

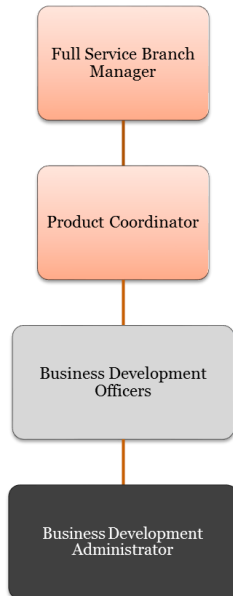
Key Outcomes: (what deliverables are required to achieve job purpose)

- Networking
- Business Appraisal
- Referral
- Service Provider Appointment
- Monitoring, Evaluation and Reporting
- Entrepreneurship Development Programme
- Business Registrations
- People Management

Key Roles: (what role does one have to play to deliver the outcomes).

- Networker
- Reporting
- Monitoring and Evaluation
- Business Development and analysis □ People management

Organogram:



Direct Reports: 1
Indirect Reports: None
Financial Responsibility: None

Section B: DETAILED OUTLINE

Outcomes	Key Activities (what activities are relevant to deliver the outcomes)
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KPA 1: Networking	<ul style="list-style-type: none"> □ Build relationships with established young entrepreneurs or potential entrepreneurs through proactive targeting and or in response to screened enquiries or third party referrals
Section B: DETAILED OUTLINE	
Outcomes	Key Activities (what activities are relevant to deliver the outcomes)
	<ul style="list-style-type: none"> □ Use all platforms to identify and market BDS to youth clients
KPA 2: Business Appraisal	<ul style="list-style-type: none"> • Carry out a holistic analysis of the business to gain an in depth understanding of its current performance and potential for growth, priorities issues and identify potential courses of action, ensuring throughout the process the customer’s full commitment to the analysis, diagnosis, priorities and options • Entrepreneurial, feasibility or viability assessments conducted. • Process relevant voucher as per the NYDA Voucher Policy and procedures • Process Grant applications as per the NYDA Grant Policy and Procedures • Report on outcomes by means of assessment report
KPA 3: Referral	<ul style="list-style-type: none"> • When a specialist service provider is required assist the client to select the appropriate service provider from the full range of accredited providers • Issuance of list of accredited service provider to all approved clients • Recommend external providers if client need does not fall within our scope of services • Refer client to NYDA training interventions where necessary • Refer the client to mentorship/ Market linkages interventions
KPA 4: Service Provider Appointment	<ul style="list-style-type: none"> • Ensure that the selected service provider is fully briefed, and to help the client to manage the provider where appropriate • Engage Service Providers on clients’ needs as per recommendations on VMS • Ensure SP understands the required outcomes
KPA 5: Monitoring, Evaluation and Reporting	<ul style="list-style-type: none"> • Monitor and evaluate with the client the provision of services by the provider to the agreed performance standards • Quality assurance of all products completed by Service Providers • Make recommendations if product is inferior or short of benchmark • Furnish branch management with market intelligence and with accurate, objective and timely feedback on the take-up, relevance and quality of business support services
KPA 6: Business Registrations	<ul style="list-style-type: none"> • Facilitate Business registrations via CIPC • Register Private Companies as per prescribed process • Register Co – operatives as per prescribed process
KPA 7: General	<ul style="list-style-type: none"> • Provision of information on all NYDA products and services • Assist in the delivery of all NYDA Products and Services

Section C: SERVICE DELIVERY AND PERFORMANCE STANDARDS (KPIs)

Outcomes	Key Performance Indicators (KPI's) (What will tell that one is achieving the outcome)
KPI 1: Networking	<input type="checkbox"/> Networking platforms
KPI 2: Business Appraisal	<ul style="list-style-type: none"> • Entrepreneurial assessments • Site visits
KPI 3: Referral	<input type="checkbox"/> Service provider database
KPI 4: Service Provider Appointment	<input type="checkbox"/> Service provider feedback
KPI 5: Monitoring, Evaluation and Reporting	<input type="checkbox"/> Monthly, quarterly and annual reports
KPI 6: Business Registrations	<ul style="list-style-type: none"> • Number of registrations • Registration documentation
KPA 7: General	<ul style="list-style-type: none"> • Provision of information on all NYDA products and services • Assist in the delivery of all NYDA Products and Services

Section D: INHERENT JOB REQUIREMENTS			
Competencies:			
Level of Proficiency: 1 - Can acquire on the job; 2 - Some proficiency; 3 - Moderate proficiency; 4 - Strong proficiency; 5 - Expert proficiency			
D1. Managerial Competencies		D2. Generic Competencies	
Competency	Level of Proficiency (1-5)	Competency	Level of Proficiency (1-5)
<ul style="list-style-type: none"> • Leadership • Project management • Strategic thinking • Planning, organising and coordinating resources • Decision making 	<p>3</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p>	<ul style="list-style-type: none"> • Organisational commitment • Willingness to learn • Self-motivation • Stakeholder and service delivery management • Ethics, integrity and professional • Punctual and timeliness • Networking skills • Communication skills • Relationship building • Effectiveness • Efficiency • Goal oriented • Problem solving 	<p>4</p> <p>5</p> <p>5</p> <p>3</p> <p>3</p> <p>5</p> <p>3</p> <p>5</p> <p>3</p> <p>5</p> <p>5</p> <p>4</p> <p>3</p>
D3. Technical skills and knowledge			
Knowledge		Skills	D4. Attributes

Competency	Level of Proficiency (1-5)	Competency	Level of Proficiency (1-5)	
<input type="checkbox"/> Knowledge of Business Development and Entrepreneurship	4	<ul style="list-style-type: none"> •• Business knowledge • Political awareness Compliant to policies and legislations • Understand operations, roles and responsibilities • Cross functional awareness • Operation integration • Mobilising resources • Computer literacy 	4 4 3 4 4 3 2 3	<ul style="list-style-type: none"> •• Integrity •• Commitment Motivating Quality • oriented • Persuasive Analytical

<p>D5. Qualification and Experience:</p> <p>Minimum Qualification: NQF level 5 in Business Development or any related field. Recognized Prior Learning</p> <p>Preferred Qualification: NQF level 6 in Business Development or any related field. Inherent Job Requirement A valid South African driver's licence</p> <p>Relevant experience:</p> <p><input type="checkbox"/> 3 years' experience in business development.</p>

Section E: KEY RELATIONSHIP INTERFACES	
Internal Relationships - other than reporting lines (manager and subordinates). *	External Relationships (With Local/Provincial structures and other key parties, specify)
<input type="checkbox"/> Branch Staff	<input type="checkbox"/> Youth of SA

**These are relationships where the incumbent will be working closely to influence or determine the results of this job. These are make or break relationships who may best complete a 360 degree performance assessment.*

Signed by: (Job Holder)	Authorised by:
Date:	Date: