



JOE GQABI ECONOMIC DEVELOPMENT AGENCY
27 Dan Pienaar Avenue, Springs, Aliwal North, 9750
Telephone 051 023 0600
vision led and output driven

We are looking for talented individuals who seek to further their career in a rural environment working within the public sector in Aliwal North. Joe Gqabi Economic Development Agency is a special purpose vehicle of Joe Gqabi District Municipality which covers the area of Walter Sisulu Local Municipality (Burgersdorp, Steynsburg and Venterstad, Aliwal North and Jamestown), Senqu Local Municipality (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini Local Municipality (Ugie, Maclear, Mount Fletcher and the rural part of Tsolo and Qumbu).

If you are serious about economic development and seek to contribute to a transformed Eastern Cape Economy, are results driven and have passion for the Eastern Cape, you maybe our candidate. JoGEDA offers you an opportunity where you can make a positive impact in the lives of the people of the Eastern Cape.

SPECIALIST: BUSINESS DEVELOPMENT
(FIVE YEAR FIXED TERM CONTRACT)

JOB PURPOSE:

A Business Development Specialist for Jogeda operations would be responsible for identifying new growth opportunities, enhancing existing business strategies, and fostering relationships that contribute to the long-term success of Jogeda's initiatives and support for small and medium-sized enterprises (SMMEs). Their role would focus on building sustainable business models, expanding the organization's network, and ensuring the operational aspects of Jogeda are constantly evolving to meet new challenges and opportunities

QUALIFICATIONS AND EXPERIENCE

Education

- Bachelor's degree in Business, Entrepreneurship, Business Development or Developmental Studies or any relevant qualification

Experience

- 5 years of experience in Business Development, Sales, or Marketing and Entrepreneurship.
- Understanding the Industry, Market, and Customer needs

REQUIREMENTS AND SKILLS

- Computer literacy in MS Office Applications with advanced MS Word & Excel
- Be willing to travel and have a valid Code B drivers' licence. Own Car
- Knowledge of the Municipal Finance Management Act, Supply Chain Management Policies and relevant legislative requirements Treasury Regulations, PPPFA
- Knowledge of the CIDB will be an added advantageous
- Excellent organizational and administrative skills
- Excellent analytic and problem-solving ability
- Numerical accuracy, Decision-making, Problem-solving skills
- High level of integrity, responsibility and confidentiality
- Good communication and negotiation skills
- Have ability to give attention to detail and be able to work under pressure with minimal supervision
- Willingness to travel, to work after normal working hours and during emergencies
- Team

work, Creativity, Self-Management. Customer focus and responsiveness.

KEY PERFORMANCE AREAS:

1. Identifying Growth Opportunities:

The specialist would focus on identifying new market opportunities, strategic partnerships, and potential revenue streams to support Jogeda's goals. This could include researching trends in the entrepreneurship space, emerging sectors that could benefit from Jogeda's programs, and opportunities to expand operations.

2. Developing Business Strategies:

They would be responsible for developing and implementing business strategies that align with Jogeda's mission and objectives. This would include creating detailed plans for entering new markets, launching new services, and improving operational efficiency. They would also identify and prioritize key activities that lead to business growth and sustainability.

3. Expanding Partnerships and Networks:

The Business Development Specialist would seek to establish and maintain strong partnerships with other organizations, businesses, government agencies, and investors. These partnerships could help Jogeda expand its influence, secure additional resources, and enhance its service offerings to SMMEs.

4. Fundraising and Revenue Generation:

The specialist would explore diverse funding and revenue-generation models for Jogeda's operations, including grants, sponsorships, partnerships, and paid services. They would be responsible for driving fundraising initiatives and identifying new funding sources to support Jogeda's business development efforts and operational needs.

5. Managing Client Relationships:

They would play a key role in developing and maintaining strong relationships with current and potential clients (i.e., SMMEs, entrepreneurs). By understanding client needs and providing tailored solutions, they would help ensure that Jogeda's services meet the demands of businesses looking for support, ultimately driving customer satisfaction and loyalty.

6. Supporting Service Development and Innovation:

The specialist would work closely with other team members to enhance Jogeda's offerings, ensuring that the services provided are relevant, innovative, and meet the evolving needs of the SMMEs they support. This could include creating new programs or improving existing ones to provide greater value to clients.

7. Market Research and Analysis:

Conducting market research and analysis would be an important duty. The specialist would need to understand industry trends, competitive landscapes, and the needs of SMMEs to better position Jogeda's services. This information would help shape Jogeda's strategies and service offerings.

8. Driving Sales and Business Targets:

They would be responsible for driving the sales of Jogeda's programs and services. This includes setting and achieving sales targets for business development activities, such as program sign-ups, new partnerships, and revenue from sponsorships or paid services.

9. Creating Marketing and Outreach Plans:

The specialist would help develop marketing strategies to promote Jogeda's programs, services, and successes. This could include creating marketing materials, campaigns, and events designed to attract new clients, partners, and funding opportunities.

10. Reporting and Performance Monitoring:

The Business Development Specialist would track the performance of business development activities and report progress to key stakeholders. This includes monitoring key performance indicators (KPIs) related to client acquisition, partnerships, funding, and service effectiveness. They would adjust strategies as needed based on data and feedback.

11. Supporting Strategic Planning and Decision Making:

They would provide input into the long-term strategic planning for Jogeda, ensuring that business development goals align with organizational priorities. This includes contributing insights based on their research, market observations, and client feedback to inform leadership decision-making.

12. Developing Training and Capacity Building:

If needed, the specialist would also assist in developing capacity-building programs for both Jogeda's internal team and the SMMEs it supports. This could include training on best business practices, leadership development, and operational efficiency to ensure the organization's growth aligns with industry standards and trends.

13. Monitoring Industry Trends and Regulatory Changes:

The Business Development Specialist would stay informed about trends and changes in the local and international business environment, particularly those affecting small businesses and entrepreneurship. This includes understanding any regulatory or policy changes that may impact Jogeda's operations or the businesses it serves.

GENERAL ADMINISTRATION:

- Comply with relevant legislation and policies in all work activities
- Type, scan, photocopy and file documents
- Collate and bind documents
- Answer the telephone and assist with queries related to work of the Unit
- Assist in compiling data for reports and responses to audit queries
- Maintain a filing and information retrieval system

It is important to note that shortlisted candidates will be subjected to the required assessment processes. Previous and current employers and references will be contacted, and candidates must also be willing to have their qualifications,

criminal records and driver's licence verified. Canvassing and/or lobbying of Board Members and officials will not be allowed and non-compliance shall immediately disqualify any applicant.

The JOGEDA is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants and appointment will be made according to the JOGEDA Employment Equity Plan, which ensures representation of designated groups in JOGEDA.

SHOULD YOU MEET THE ABOVE REQUIREMENTS:

Send your letter of motivation for the job (quote position) you are applying and describing why you wish to join JoGEDA, CV, certified copy of all qualifications and ID document to [vacancies@jogeda.co.za/](mailto:vacancies@jogeda.co.za) hand deliver at 27 Dan Pienaar Avenue Springs, Aliwal North.

All certified copies should not be more than 3 months. No faxes will be accepted.

Closing date: 24 MARCH 2025

Should you not be contacted within four weeks of the closing date please consider your application as unsuccessful.

Enquiries: Ms. Sibongile Matomela on 051 023 0614



DR VUYIWE MARAMBANA
CHIEF EXECUTIVE OFFICER