

---

DATE ADVERTISED: 16 APRIL 2024



## VACANCY

### **ASSISTANT MANAGER: RURAL & TOWNSHIP ENTREPRENEURSHIP PERMANENT CONTRACT GRADE 15 - (Total Cost to Company)**

The role's primary responsibility is to manage the provision of entrepreneurship programmes directed at enterprises and enterprising individuals operating in small towns, townships and rural areas of the Eastern Cape Province. The incumbent is expected to promote and encourage a culture of entrepreneurship through stimulating sector value chain opportunities within the defined areas. The role will be responsible for securing and maintaining key partnerships for leveraging funding opportunities and business development support services. The incumbent shall be expected to formulate business models tailor-made specifically for the needs of the target market. The individual will manage the implementation of the Small Towns, Rural and Township Entrepreneurship Programme. The role includes people management, planning, reporting, being a team player and general client management.

## KEY PERFORMANCE AREAS

### **1. STTREP Governance**

- Assist in the review of the STTREP framework.
- Assist in the development of programme plans, processes, and procedures.
- Implement controls within the section which minimize potential risk to the shareholder.
- Provide support to the STTREP committee to ensure efficient running of meetings.
- Facilitate inter-departmental communication through appropriate structures and systems.
- Develop and manage relationships with all internal and external stakeholders.

### **2. STTREP Implementation**

- Provide guidance and support in the preparation of STTREP submissions.
- Review all funding submission in preparation for committee consideration.
- Co-ordinate the compilation of regional pipelines and consolidate for reporting.

### **3. Portfolio Management and Reporting**

- Compile quality periodic reports on the performance of the programme on due dates.
- Ensure the compilation of portfolio of evidence for reporting.
- Ensure zero audit findings in the programme.
- Ensure all approvals are within the available budget.

#### **4. Rural and Township Entrepreneurship programmes**

- Identify gaps and lead the design, development, and implementation of business development services for rural and township programmes enterprises.
- Coordinate and manage the rollout of the developed products and programmes.
- Implement products and programmes that are responsive to emerging rural and township enterprises.
- Pursue strategic alliances with potential partners and key stakeholders for rural and township entrepreneurship programme.

#### **5. Customer / Stakeholder Management**

- Present all ECDC products on various platforms.
- Initiate the creation of key partnerships with municipalities, business chambers, traditional authority, and other relevant stakeholders.
- Attend networking sessions to stimulate deal flow.

#### **6. Monitoring and Aftercare**

- Ensure funds are utilised in line with approval conditions.
- Ensure periodic on-site visits and confirm existence of the funded business.
- Facilitate linkages with other ECDC products and support services.
- Verify existence of all securities and in some instances confirm assets.
- Review financial information as would be requested from the applicant business.

### **MINIMUM REQUIREMENTS**

- A National Diploma in Commerce preferably in Business Management/Economics/ Finance/Accounting
- Minimum of five (5) years working experience, of which 3 years should be in enterprise finance and/or support, economic development, or relevant work area in relation to empowerment of Small, Micro and Medium Enterprises (SMMEs).

This is a permanent position, and the successful candidate will be subjected to signing of a performance contract and verification of qualification. If you have not been contacted within eight (8) weeks after the closing date of the advertisement, please regard your application as unsuccessful.

**In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies, and plans.**

Please send your detailed CV and certified copies of qualifications to  
The Human Resources Department

Tel: (043) 704 5783

Email: [humanresources@ecdc.co.za](mailto:humanresources@ecdc.co.za)

**Closing date: 29 April 2024**