



## NYDA JOB DESCRIPTION

Job Description: Business Development Advisor			
Section A: JOB INFORMATION SUMMARY			
<b>Job Title:</b>	Business Development Advisor		<b>Job Grade:</b> C2
<b>Salary:</b>			
<b>Job Holder Name:</b>			
<b>Level:</b>	Officer		
<b>Date:</b>			
<b>Location</b>	Branches	District	
<b>Division or Cluster:</b>	Products and Services		
<b>Seconded to:</b>			
<b>Reports to:</b>	Coordinator	<b>Name</b>	
<b>Location:</b>	Branches / Districts		
<b>No. of positions in the Division or Cluster:</b>			
<b>Type of contract:</b>	Full Time – Permanent	Fixed Term Contract	Temporary
<b>Contract period:</b>			

<p><b>Key Job Purpose:</b></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"> <li>• identifying these clients,</li> <li>• carrying out an analysis of their businesses</li> <li>• gain an in depth understanding of the current performance and growth and priorities issues,</li> <li>• Identify and action potential course of action through:               <ul style="list-style-type: none"> <li>○ NYDA Voucher Programme</li> <li>○ NYDA Grant Programme</li> <li>○ NYDA training suite</li> <li>○ NYDA Mentorship/ Market Linkages Programme</li> </ul> </li> </ul>
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<p><b>Key Outcomes: ( what deliverables are required to achieve job purpose)</b></p> <ul style="list-style-type: none"> <li>Networking</li> <li>Business Appraisal</li> <li>Referral</li> <li>Business aftercare</li> <li>Monitoring, Evaluation and Reporting</li> <li>Entrepreneurship Development Programme</li> <li>Business Registrations</li> <li>People Management</li> </ul>
<p><b>Key Roles: (what role does one have to play to deliver the outcomes).</b></p> <ul style="list-style-type: none"> <li>Networker</li> <li>Reporting</li> <li>Monitoring and Evaluation</li> <li>Business Development and analysis</li> <li>People management</li> </ul>
<p><b>Organogram:</b></p>   <p><b>Direct Reports: 1</b>  <b>Indirect Reports: None</b>  <b>Financial Responsibility: None</b></p>

Section B: DETAILED OUTLINE	
Outcomes	Key Activities ( what activities are relevant to deliver the outcomes)
KPA 1: Networking	<ul style="list-style-type: none"> <li>Build relationships with established young entrepreneurs or potential entrepreneurs through proactive targeting and or in response to screened enquiries or third party referrals</li> </ul>

<b>Section B: DETAILED OUTLINE</b>	
<b>Outcomes</b>	<b>Key Activities ( what activities are relevant to deliver the outcomes)</b>
	<ul style="list-style-type: none"> <li>• Use all platforms to identify and market BDS to youth clients</li> </ul>
KPA 2: Business Appraisal	<ul style="list-style-type: none"> <li>• 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</li> <li>• Entrepreneurial, feasibility or viability assessments conducted.</li> <li>• Process relevant voucher as per the NYDA Voucher Policy and procedures</li> <li>• Process Grant applications as per the NYDA Grant Policy and Procedures</li> <li>• Report on outcomes by means of assessment report</li> </ul>
KPA 3: Referral	<ul style="list-style-type: none"> <li>• When a specialist service provider is required assist the client to select the appropriate service provider from the full range of accredited providers</li> <li>• Issuance of list of accredited service provider to all approved clients</li> <li>• Recommend external providers if client need does not fall within our scope of services</li> <li>• Refer client to NYDA training interventions where necessary</li> <li>• Refer the client to mentorship/ Market linkages interventions</li> </ul>
KPA 4: Business aftercare	<ul style="list-style-type: none"> <li>• Ensure business post disbursement compliance</li> <li>• Ensure that aftercare is provided post business funding</li> <li>• Arrange mentorship for businesses</li> <li>• Arrange market linkages opportunities for businesses</li> </ul>
KPA 5: Monitoring, Evaluation and Reporting	<ul style="list-style-type: none"> <li>• Monitor and evaluate with the client the provision of services by the provider to the agreed performance standards</li> <li>• Quality assurance of all products completed by Service Providers</li> <li>• Make recommendations if product is inferior or short of benchmark</li> <li>• Furnish branch management with market intelligence and with accurate, objective and timely feedback on the take-up, relevance and quality of business support services</li> </ul>
KPA 6: Business Registrations	<ul style="list-style-type: none"> <li>• Facilitate Business registrations via CIPC</li> <li>• Register Private Companies as per prescribed process</li> <li>• Register Co – operatives as per prescribed process</li> </ul>
KPA 7: Assessment	<ul style="list-style-type: none"> <li>• As per BCS and Grants product requirements</li> </ul>
KPA 8: Sourcing/Prospecting: Cold Canvassing and Site Visits	<ul style="list-style-type: none"> <li>• Sourcing and identifying potential grant applications to be approved and for targets to be achieved</li> <li>• Conducting site visits as part of processing and preparing for BGARC</li> </ul>
KPA 9: Promoting and Delivering of grant products	<ul style="list-style-type: none"> <li>• Product and services presentations and workshops to be prepared and conducted</li> </ul>
KPA 10: Follow-Up and Aftercare	<ul style="list-style-type: none"> <li>• Clients to be visited once for a quarter</li> <li>• Clients to be referred to other products for support</li> </ul>
KPA 11: Enquiries/Complaints	<ul style="list-style-type: none"> <li>• Complaints to be resolved timeously and professionally</li> </ul>

KPA 12: Administration	<ul style="list-style-type: none"> <li>• All administration to be documented and filed for easy access of information</li> </ul>
KPA 13: Reporting	<ul style="list-style-type: none"> <li>• All applications are captured on CRM, GMS, JVF's and BJD's report, Weekly report and Monthly report</li> </ul>
KPA14: General	<ul style="list-style-type: none"> <li>• Provision of information on all NYDA products and services</li> <li>• Assist in the delivery of all NYDA Products and Services</li> </ul>

<b>Section C: SERVICE DELIVERY AND PERFORMANCE STANDARDS (KPIs)</b>	
<b>Outcomes</b>	<b>Key Performance Indicators (KPI's)</b> (What will tell that one is achieving the outcome)
KPI 1: Networking	<ul style="list-style-type: none"> <li>• Networking platforms</li> </ul>
KPI 2: Business Appraisal	<ul style="list-style-type: none"> <li>• Entrepreneurial assessments</li> <li>• Site visits</li> </ul>

KPI 3: Referral	<ul style="list-style-type: none"> <li>• Service provider database</li> </ul>
KPI 4: Business aftercare	<ul style="list-style-type: none"> <li>• Aftercare compliance</li> </ul>
KPI 5: Monitoring, Evaluation and Reporting	<ul style="list-style-type: none"> <li>• Monthly, quarterly and annual reports</li> </ul>
KPI 6: Business Registrations	<ul style="list-style-type: none"> <li>• Number of registrations</li> <li>• Registration documentation</li> </ul>
KPA 7: General	<ul style="list-style-type: none"> <li>• Provision of information on all NYDA products and services</li> <li>• Assist in the delivery of all NYDA Products and Services</li> </ul>

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

D3. Technical skills and knowledge				
Knowledge		Skills		D4. Attributes
Competency	Level of Proficiency (1-5)	Competency	Level of Proficiency (1-5)	
<ul style="list-style-type: none"> <li>Knowledge of Business Development and Entrepreneurship</li> </ul>	4	<ul style="list-style-type: none"> <li>Business knowledge</li> <li>Political awareness</li> <li>Compliant to policies and legislations</li> <li>Understand operations, roles and responsibilities</li> <li>Cross functional awareness</li> <li>Operation integration</li> <li>Mobilising resources</li> <li>Computer literacy</li> </ul>	4 4 3 4 4 3 2 3	<ul style="list-style-type: none"> <li>Integrity</li> <li>Commitment</li> <li>Motivating</li> <li>Quality oriented</li> <li>Persuasive</li> <li>Analytical</li> </ul>

<b>D5. Qualification and Experience:</b> <b>Minimum Qualification:</b> NQF level 6 in Business Development, economics or any related field. Recognised Prior Learning  <b>Preferred Qualification:</b> NQF level 7 in Business Development, economics or any related field.  <b>Relevant experience:</b> <ul style="list-style-type: none"> <li>3 years' experience in business development.</li> </ul>
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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)
<ul style="list-style-type: none"> <li>Branch Staff</li> </ul>	<ul style="list-style-type: none"> <li>Youth of SA</li> </ul>

*\*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: <b>(Job Holder)</b>	Authorised by:
Date:	Date:
Signed by: <b>(Line Manager)</b>	
Date:	