



**enterprise ilembe**  
ECONOMIC DEVELOPMENT AGENCY

Enterprise iLembe is a Regional Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the region

## COMMUNITY DEVELOPMENT OFFICER (Market Related inclusive Package)

# VACANCY

### Requirements:

- An appropriate 3-4 years Bachelor's Degree or Diploma in Public Administration or Equivalent qualification
- A minimum of 3 years work experience in the related field.
- Excellent verbal and written communication skills in English and isiZulu
- Understanding of both rural and urban cultural dynamics (local knowledge & understanding of the iLembe District is essential)
- Knowledge of public sector environment
- Drivers Licence

### Key Responsibilities: The appointee will:

- Identify community projects that needs assistance with cooperative registration and assist them with registration
- Conduct various types of training and workshops
- Prepare and make presentations to various forums on cooperatives and SME support programmes
- Identify opportunities that benefit cooperatives and SMEs and communicate accordingly
- Engage and coordinate meetings with external stakeholders such as SEDDA, SEFA, iThala various sector departments, local municipalities and any other organisation on small business support programmes
- Support SMEs with business plan packaging and filling funding application forms
- Facilitate stakeholder participation and engagement.
- Prepare reports for relevant structures e.g. Management Committees, Board & Council

Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998.

Please forward your application together with a detailed CV and **certified copies** of your ID & educational certificates to: **Acting Chief Executive Officer, Ms. Cheryl Peters, Enterprise iLembe. PO Box 593 Ballito 4420** or email: [kerry@enterpriseilembe.co.za](mailto:kerry@enterpriseilembe.co.za)

The closing date for submissions is **20 December 2016 at 11h00**. Please note that faxed applications and applications received after the closing date and time will not be considered. If you do not hear from us within four (4) weeks after the closing date, please consider your application as unsuccessful.

**Ms C Peters**  
**Acting Chief Executive Officer**  
**Enterprise iLembe**