

INTERNAL AND EXTERNAL ADVERTISEMENT

Gauteng Enterprise Propeller (GEP) is a Provincial Government agency established under the auspices of the Department of Economic Development, to provide non-financial support; financial support; and co-ordinate stakeholders for the benefit of SMMEs in Gauteng

THE GEP INVITES INTERESTED AND SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITION:

Manager: Investment

Purpose of position

To manage the credit assessment process and the provision of financial support to SMMEs through accessible finance in the form of loans for business start-up and expansion.

Key Responsibilities:

Manages the implementation of all tasks and activities related to development of services, products, diagnostic tools, approval processes and mechanisms • Monitors the timeous tracking and logging of loan applications to ensure applications are complete and ready for assessment at screening • Develops the due diligence framework aligned to the Investment Management strategy and goals • Reviews the due diligence closure reports from the Investment Analysts and ensures is conducted to sufficient standards • Presents deals in conjunction with the Investment Analyst to the Management Credit Committee, Credit Committee or Investment Committee dependent on the financial parameters / delegation of authority • Oversees the disbursement of loans to clients inclusive of signing of the loan agreement, preparation of route forms and joint bank account authorisations • Conducts internal workshops for the active generators or sources of loan applications to ensure that credit assessment processes are communicated and shared to the appropriate audience • Reviews screening sheets to attend to client complaints on the application or screening process • Presents at forums on GEP financial services / solutions offered to SMMEs • Prepares reports on the credit assessment inclusive of analysis of turnaround times, volumes, amounts, types of clients, risk of deal and overall portfolio risk • Assists in the development of policies and develops procedures for the Unit • Provides input into the investment management strategy and budget in consultation with the Senior Manager •

Minimum Requirements

Degree in Commerce (NQF 7) preferable in Accounting or Corporate finance, Minimum of 8 years' experience with 3 years at the supervisory role.

Competencies (Knowledge, Skills and Attitudes)

High ethical standards; deadline driven; accuracy; report writing skills; presentation skills; planning; analytical skills.

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks including security clearance will be done on successful candidates. Suitable applicants must e-mail detailed, updated CVs to: recruitment@gep.co.za, with subject being the position applied for, by no later than 20 October 2017. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful.