



## **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:**

### **Chief Operations Officer (Five (5) year Fixed term performance based contract)**

#### **Purpose of position**

The Chief Operations Manager will support the CEO in the achievement of GEP strategic mandate and mission, ensuring that operational targets in the annual performance plans (APPs) and strategic plan are realised. The incumbent will develop and implement policies, procedures and systems for the units within SMME Development including Transactional Advisory, Investment Management, Post Investment Management, Business Development & Support, Co-operative Support and 5 (five) regional operations, to enable efficient functioning in line with best corporate governance practices. Furthermore, they will manage the day to day functions of SMME Development.

#### **Key Responsibilities:**

Ensure prudent financial, debt and operations management practices in the division and regional operations through participation in the formulation of the credit policy, procedures and ensures proper implementation. Ensure the growth and quality of the portfolio based on the targets set in the annual business plan. Provide accessible and timeous financial solutions through special projects • Provide quality Business development services and training services to SMME's and co-operatives in the Gauteng Province • Ensure and takes responsibility for unimpeachable governance, procurement and risk management practices across the client portfolio • Provide support to GEP financed clients and those in need of non-financial support (NFS) and ensure that policies and procedures in this regard are followed • Ensures that support is targeted at the existing financial support clients and strengthen these businesses • Ensure that the legal department is taking adequate security to improve the quality of the loan book • Manage the co-ordination between the loans department, the NFS department and the legal and recoveries department • ensures an increased access to NFS by SMMEs through incubation and technology transfer, mentorship, capacity building, manufacturing advice and general management • responsible for the success of the Market Intervention-Partnership approach to entrepreneur development • manage the provision of NFS to all GEP loan clients, non-funded clients and to the clients of the GEP partners • determine the appropriate package of services to be delivered to internal clients together with the GMP and the SML, and to external clients together with the key partners being serviced by GEP • Direct the motivation, retention and development of staff to meet present and future needs of GEP •

Responsible for the ongoing monitoring of the businesses of the GEP loan clients through the analysis of monthly records submitted by these clients • Manage the conducting of research to provide GEP with tools and information to operate effectively

### **Minimum Requirements**

A B. degree in Business Management, Public Administration/ Management, Commerce or related NQF level 7 qualification • post-graduate qualification will be an added advantage. Minimum of 8 years' experience in an economic development, funding, deal making or similar environment of which 3 years should have been in a Senior Management role. Experience in credit analysis, deal structuring and investment analysis processes.

### **Competencies (Knowledge, Skills and Attitudes)**

Sound knowledge of the Government and business environments; the relevant role players and their key responsibilities and outcomes as well as international best practices ; Sound knowledge of the application of governance guidelines e.g. King III, Sound knowledge of the key sectors targeted by Government; Knowledge and understanding of the identity of the organisation; Sound knowledge and understanding of the financing principles; Sound knowledge of all relevant legislation and the implications for the mandate, operation and governance of GEP and the organisations supported by GEP; Knowledge and understanding of public sector policies and procedures; Advanced business communication skills enabling verbal and written communication at all levels; The ability to analyse data, identify trends and arrive at the best possible solutions; The ability to negotiate with all stakeholders in the best interest of GEP, the organisations supported and the negotiating party; The ability to maintain high ethical standards both personally and professionally;

GEP advocates for equal opportunities. Previously disadvantaged individuals and people with disabilities are encouraged to apply. Kindly note that full background checks will be done on successful candidates. **Suitable applicants must e-mail detailed, updated CVs with a covering letter to: [execrecruitment@gep.co.za](mailto:execrecruitment@gep.co.za), with subject being the position applied for, by no later than 10 May 2019.** Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful