



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 coordinate stakeholders for the benefit of SMMEs in Gauteng.

CHIEF OPERATIONS OFFICER (COO) (Five (5) years Fixed term performance-based Contract)

Annual Total Package (R1 580 115.92– R 1 975 144.90) Negotiable

Purpose of position

Is to 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 by empowering SMME owners and emerging entrepreneurs to develop bankable projects and obtain access to bank and other financing.

Key Responsibilities:

- Reviews the requirements of Government strategy and assesses GEP contribution against this, identifying areas for improvement
- Develops and manages relationships with key stakeholders (e.g. Department of Enterprise Development, Funders, Banks, Community leadership, others active in the socio-economic arena)
- Monitors performance against agreed targets/goals and initiates action to grow and strengthen the portfolio
- Monitors, manages and reports (against the plan) on the process of bringing new SMMEs and Co-ops on board
- Oversee the provision of quality business development and training services to SMMEs and Co-ops in Gauteng Province
- Enhances access to non-financial support for SMMEs through mentorship, capacity building, technology transfer and business/management advice
- Provides input and advice for the development of GEP budgets in support of strategic plan and APP
- Oversee the compilation of the SMME Development Division budgets

- Participates in formulation and continuous improvement of credit policy and procedures and ensures proper application
- Leads and champions good governance within SMME Development Division, in line with GEP policy
- Directs the motivation, retention and development of staff to meet present and future needs of GEP.

Minimum Requirements

- Hons Degree in Business Management / Public Administration/Public Management /Commerce or NQF level 8 relevant equivalent
- A minimum of 8 years in an economic development environment or Development Finance Environment/Financial Institutions with at least 3 years at a senior management level, with exposure to governance systems and the identification and mitigation of business risks
- A proven track record of leadership in business development

Competencies (Knowledge, Skills and Attributes)

- Business Environment
- Key Strategic Sectors
- Coordination and Identity
- Financial Principles
- HR Best Practices
- Legislation
- Networking and influencing
- Management
- Negotiation
- Analytical
- Strategic Thinking
- Lateral Thinking
- Honesty and integrity

Suitable candidates to submit updated CV accompanied by a cover letter relating how your experience matches the position.

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 and competency assessments will be conducted. Suitable applicants must e-mail detailed, updated CVs to: **coo@gep.co.za**, with subject being the position applied for, by no later than **21 November 2025 at 17h00**. Note that candidates who have not been contacted within 30 days of the closing date must consider their applications unsuccessful. GEP reserves the right not to fill this position.