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The Sishen Iron Ore Company-Community Development Trust (SIOC-CDT) was established in 2006 by Kumba Iron Ore Limited, to invest in the development of the communities in which the company operates. The Trust focuses primarily on beneficiary communities adjacent to the Sishen Iron Ore Company's (SIOC) mining activities in the Northern Cape and Limpopo and invests significantly in community development projects aimed at ensuring sustainability beyond mining operations.

The organisation reserves the right not to fill this position.

Hub Manager (Fixed-Term period of 1 year)

(Total package: Market Related salary)

Centre: Thabazimbi, Limpopo

Job Summary:

The position reports Programme Manager: Enterprise Development. The primary role of the incumbent is responsible for the creation of sustainable enterprises in and around the communities in which the TRUST operates - including identification of opportunities, funding, supporting, a is responsible for the creation of sustainable enterprises in and around the communities in which the TRUST operates - including identification of opportunities, funding, supporting, assisting and training current and potential entrepreneurs. To scout local initiatives, engage and interact with buyers, management, local community, etc. Initial preview of opportunities and obtain and analyse / profile the procurement chain. Scout local initiatives; engage, profile, and register on the system

Key performance areas:

Manage day-to-day operation of the hub/business centre including resources and budgets • Oversee the implementation of the hub projects • Identity new opportunities (programme, projects, partners to ensure the hub deliver to the community • Develop link and relationships with SMMEs and stakeholders e.g. Local municipality, co-locating, implementation partners, corporates, business forums, service providers • Manage service provider and outsourced projects • Monitor and report on hub performance • Work closely with the small business owners in Thabazimbi to support the growth of their enterprises • Manage business development plans that support the business of the small business owner • Manage the transformational process of business plan review, evaluation, presentation and feedback • Provide relevant advice and support on entrepreneurship, enterprise development and growth, as is directly relevant to that specific business • Support the creation of an enabling environment for the local business

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owners

- Carry out various studies in the area of assessing economic potential and opportunities for new local businesses
- Assist the previously disadvantaged to come into main stream economy
- Lead and deliver Godisang's business development strategy
- Manage the Business Development Hub and all its activities
- Engage and influence local stakeholders and champion Godisang's enterprise development activities
- Establish a wide network of relationships in order to champion the development of a Business Development Hub within Godisang, and to promote opportunities Godisang can offer to the business community of Thabazimbi
- Lead a review of the systems and processes within Godisang to ensure that they are optimised to meet the Business Hub objectives
- Draft submissions, project proposals, presentations, agreements, and other pertinent documents such as tenders, briefing notes, status reports, budgets, financial projections and reports, monitoring and evaluation reports for and on behalf of Godisang.

Qualifications and Experience:

A suitable Degree / National Diploma in Financial Management or Business Management. Any other postgraduate and/or a Business Management qualification will be an added advantage

- 5 - 10 years leadership and execution experience in a similar role, either in Business Management or Enterprise Development environment
- Track record of success in Small Business Enterprise Development initiatives
- Extensive experience in operating within the context of a diverse external stakeholder network
- Proficient in full MS Office package (Ms Word, Excel, Project)
- Should be able to use email and prepare reports
- Own reliable transport and flexibility to travel is required
- Driver's License is essential
- Being able to work under pressure and available to work on weekends when required.

Competencies Required:

A confident and articulate manager with intellect, professionalism, and aptitude for learning

- The ideal candidate will be an accomplished speaker, facilitator and negotiator who will interact effectively with external constituencies
- A confident, resilient, and grounded manager able to handle challenging situations comfortably
- Highly developed leadership and influencing skills; must demonstrate the ability to secure buy-in at all levels within and outside of the organisation
- Shows a strong understanding of the business, regulatory, social and political environment, and understands factors, trends and issues which could influence the Godisang's business performance
- A strong communicator with a clear and concise presentation style, who can convey, with consistency, a vision of the Godisang in a manner that is readily accessible and understood
- Excellent Communication
- Report writing
- Negotiation skills
- Strong sense of ethics.

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Applications

For applications stating the name of the position, please forward your CV, certified qualification copies (A SAQA certificate of evaluation must accompany foreign qualifications) to hr@sioc-cdt.co.za

Correspondence will be limited to applicants only. If you do not hear from us within 10 days after the closing date, please note that your application was unsuccessful.

Enquiries: Thandiswa Matose in HR at (066 300 6038)

Closing date: 8th December 2020

