



## JOB TITLE: GROUP EXECUTIVE: BUSINESS DEVELOPMENT SUPPORT (BDS)

Closing Date: 15 May 2025

Fixed Term Contract (FTC): 5 years

Location: **Pretoria**

Division: **Business Development Support (BDS)**

Submit Applications to: [executiveBDS@sedfa.org.za](mailto:executiveBDS@sedfa.org.za)

OVERVIEW	<p>Small Enterprise Development and Finance Agency Ltd (<b>Sedfa</b>), a development finance institution responsible for the provision of financial and non-financial support to Micro, Small and Medium Enterprises (MSMEs) invites qualified candidates to apply for the <b>Group Executive: Business Development Support (BDS)</b> position.</p> <p>The institution is a merged entity between Small Enterprise Finance Agency (sefa), Small Enterprise Development Agency (Seda) and Co-Operative Banks Development Agency (CBDA). The entity is listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority.</p>
NO. OF INCUMBENTS	1
MAIN PURPOSE OF THE JOB	The successful candidate will provide strategic leadership in managing and implementing Business Development Support Services for <b>Sedfa</b> across the entire business life cycle. These include Pre-investment Support Programmes, Post Investment Management, Incubation, Research, and Innovation.
REMUNERATION	Negotiable
REPORTING TO	Reporting to the CEO.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>Contribute to the development and implementation of <b>Sedfa's</b> strategic plans to support the growth and sustainability of small enterprises.</li> <li>Develop and oversee the implementation of sound <b>Sedfa's</b> Business Development Support strategy, policies, guidelines, and business planning.</li> <li>Ensure the provision of effective and innovation-driven incubation support to small enterprises.</li> <li>Manage and optimise the post-investment monitoring portfolio to ensure sustainable returns.</li> <li>Lead and direct the Business Development Support function to build and maintain a high-performance management culture.</li> <li>Participate as a member of the <b>Sedfa</b> executive team.</li> <li>Develop and implement workout and restructuring plans for underperforming enterprises.</li> <li>Develop and oversee the implementation of sound integrated <b>Sedfa's</b> technology program strategy, policies, and guidelines.</li> <li>Support the development and growth of cooperatives to enhance their contribution to the economy.</li> <li>Build relationships with key stakeholders, including government, financial institutions, and industry ecosystem partners.</li> <li>Assure the embedding of risk, compliance, and audit practices in all the Division's processes and systems.</li> <li>Manage the Division's resources and financial management (People, Finance, and Assets).</li> <li>Monitoring, evaluation, and reporting driving business development support for small enterprises, ensuring their growth, sustainability, and success.</li> </ul>
REQUIRED MINIMUM QUALIFICATION	<ul style="list-style-type: none"> <li>NQF Level 8 in Economics/ Commerce /Business related discipline such as Business Management/Business Administration.</li> <li>NQF Level 9 in Economics/ Commerce /Business related discipline such as Business Management/Business Administration would be an added advantage.</li> </ul>



<b>REQUIRED WORK EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• 10+ years of work experience in the MSME development environment of which 5 years' experience should have been in a Senior Management role.</li> </ul> <p><b>Able to demonstrate:</b></p> <ul style="list-style-type: none"> <li>• Experience working with small enterprises in various sectors of the economy.</li> <li>• Knowledge of relevant legislation (e.g., IFRS, Company's Act; PFMA, FSB standards, and guidelines; Insurance Act; Tax Act.</li> <li>• End – to – End understanding of business processes to enhance service delivery and return on investment.</li> <li>• Sound knowledge of transformational agenda and corporate governance for small enterprise support strategy, legislative frameworks, and Programmes.</li> <li>• Participate in Exco decision making structures.</li> <li>• Suitable management and leadership experience</li> <li>• Successful track record in the implementation of the business strategy and related policies.</li> <li>• Understanding of operations, finance, and support functions</li> <li>• Experience in managing transformation and change processes.</li> <li>• Knowledge of management of stakeholders and partnerships.</li> <li>• An understanding of the strategic delivery requirements of <b>Sedfa</b>.</li> </ul>
<b>CRITICAL COMPETENCIES</b>	<p><b>Advanced level of competencies required:</b></p> <ul style="list-style-type: none"> <li>• Strategic Thinking</li> <li>• Innovation and Problem Solving</li> <li>• Financial Acumen</li> <li>• Risk Management</li> <li>• Portfolio Management</li> <li>• Leadership &amp; Collaboration</li> <li>• Project management</li> <li>• Technology and Digital Transformation</li> <li>• Ethical Judgment and Integrity</li> <li>• Ethics and Integrity</li> <li>• Change Management</li> <li>• People management</li> <li>• Quality management</li> <li>• Policy conceptualisation and implementation</li> <li>• Stakeholder management</li> </ul>

**NB: Sedfa** is committed to the pursuit of diversity and redress. The organisation intends to promote equity and representativity in terms of race, gender, and people living with disability. Previously disadvantaged Individuals are encouraged to APPLY.

- The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal, and any other checks as may be necessary).
- Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only.
- Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
- All shortlisted candidates for Executive Management posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment, and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, and reference checks.
- Shortlisted candidates will be subjected to a pre-employment screening and security vetting to determine the suitability of a person for employment.
- Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three (3) months of submitting your application, please consider it unsuccessful.
- Please note that by applying for this position, you permit **Sedfa** to process your personal information in compliance with POPI ACT.

**APPLICATIONS: Candidates must submit the applications to: [executiveBDS@sedfa.org.za](mailto:executiveBDS@sedfa.org.za)**

Please quote the position in the subject line (email) when applying.

**Email for enquiries: [executive-inquiries@sedfa.org.za](mailto:executive-inquiries@sedfa.org.za)**

**NB:** Applications received after the closing date will not be considered.