

JOB DESCRIPTION	
SECTION A: JOB INFORMATION SUMMARY	
Job title	Junior Business Advisor
Division	Thekvest Group – Management Consulting team

SECTION B – PRIMARY PURPOSE OF THE JOB
<p>The primary responsibility of the Junior Business Advisor is to analyse a company's business, its positioning, and financials status. Also, to provide business advisory services, coaching and training and support it with marketing efforts, strengthening its operations and financial management and funding opportunities. The Junior Business Advisor must have the ability to do a needs analysis and diagnostic assessments.</p> <p>The role includes working and supporting both Business Advisor and Senior Business Advisor to design, analysis, delivery, assessing, curation of BDS material (advisory, coaching & mentoring), content development and customization, managing project activities (planning, organizing, leading, and controlling), managing risks, monitoring, and evaluating BDS impact and reporting. The position will report to the Senior Business Advisor, BDS oversight and any other appointed official from the Thekvest office.</p>

SECTION C: REPORTING RELATIONSHIPS	
Reports to: (title)	Senior Business Advisor and BDS oversight from the Thekvest office

Note: The following list of Key Performance Areas and job activities are not exhaustive. The Company may instruct the employee at any time to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job, or in accordance with operational requirements.

Key Performance Areas	Tasks
<p>Business Advisory and Coaching</p>	<ul style="list-style-type: none"> • Providing appropriate advice that are related to the techniques which help in the • improvement of the organization, making it more generative and eminent. • Performing the job of examining the current activities of business of the organization • Keep a track of the figures and other information related to the business of the organization. This helps him to study the problems that usually occur in the business system of the organization • Interact with the management committee and owners of the small and medium sized business organizations in the form of meetings and conferences • Understand what the customers need from the organization and how can the organization fulfil the wants of these customers <p>Examine the business patterns, evaluate the fiscal statements, and assess the potential competitors. With this, he can ensure an advancement in the business of the organization</p> <ul style="list-style-type: none"> • On successful completion of the investigation of business of the organization, the business advisor attains the position where he can prepare new business plan of action and suggest suitable business solutions to the clients

Key Performance Areas	Tasks
	<ul style="list-style-type: none"> • Act as a professional who performs the task of supporting the constituted as well as the recently built businesses of the organization. • Give proper advice to the employers about the maintenance of financial accounts and assets of the organization to sustain its economic profits • Look for apt funding, marketing, and investment opportunities for the organization and informs the employer about the same. • Perform an appropriate assessment, analysis, enforcement, and preparation of the business projects of the organization • Keep an eye on the changing trends of the market and thereby, strives to enhance and develop the services and products of the organization • Work in agreement with the clients to satisfy the expectations that are related to the performance of the projects • Professionally interacts with the leadership body and other associates involved in the completion of projects. • Takes a positive and creative approach towards the profit bearing resources and finds out ways for making the most of these resources • At times, required to make important marketing and management decisions on behalf of the organization • Works for the enhancement of the technological aspects of the organization which can prove to be advantageous for the business of the organization • Collect business data from different sections of the • organization and develop new approaches for the improvement of business of the organization

Key Performance Areas	Tasks
	<ul style="list-style-type: none"> • Helps in finding out flaws that obstruct the process of making profits for the organization. She also rectifies these flaws or suggests corrective measure for the same • Holds the responsibility of giving out the best solutions to the suppliers • Diagnostics Assessments • Development of Assessment Reports • Prepare Implementation Plan • Plan, coordinate, monitor, evaluate and report on coaching, technical support • Respond to fast-track needs of the client and beneficiaries • Monitor SD budget per beneficiaries • Source industry experts for suppliers in the SD programme • Conduct research, compile data and prepare papers for consideration and presentation by executives, committees and other stakeholders. • Mine data for the SD project to effectively perform the tasks.
Revenue Generation	<ul style="list-style-type: none"> • Maintain accurate timesheets and records of productivity and submit on a weekly basis • Ensure productivity targets and set billable hours are met
Reporting	<ul style="list-style-type: none"> • Assisting in collating monthly forecast reports and other related reports • Prepare local supplier performance monthly reports

SECTION E: JOB SPECIFICATION

List of qualifications, experience, training, and characteristics required for the job

Qualifications:	University Degree (preferably in Business Management, Finance or Accounting) Sales and Marketing Qualifications
Experience:	Minimum 5 years business development marketing and sales experience Previous work experience in a similar role would be advantageous Experience in starting / running own business preferable Experience in ESD and SMME
Other:	A valid Driver's license

SECTION F: KEY RELATIONSHIP INTERFACES

Relationships with key parties on work related issues

Internal Relationships	External Relationships
<ul style="list-style-type: none"> • Internal team staff • Executives • Legal Advisory staff 	<ul style="list-style-type: none"> • Clients • Community structures and members • Enterprise and Supplier Development Beneficiaries • Outsourced Implementation Partners • Other NPO's • Local and international organisations • Government

SECTION G: COMPETENCY REQUIREMENTS

List of competencies and skill requirements for each job as per the company's business priorities (not a conclusive list)

Knowledge:	Skills:	Attributes/Values:
<ul style="list-style-type: none"> • Computer proficiency and sound knowledge of MS Office • Client engagement • Ability to take initiative and develop new business ideas/projects • Relationship building • Strategic thinking and planning 	<ul style="list-style-type: none"> • Problem solving • Critical judgement • Analytical thinking • Decision making • Planning and organising • Attention to detail • Client focus • Interactive communication • Independent self-starter • Teamwork 	<ul style="list-style-type: none"> • Honour • Care • Impact • Proactive • Self-confidence • Teamwork • Reliable • Stress tolerance • Work within deadlines

SECTION G: COMPETENCY REQUIREMENTS

List of competencies and skill requirements for each job as per the company's business priorities (not a conclusive list)

Knowledge:	Skills:	Attributes/Values:
<ul style="list-style-type: none"> • A passion for small business advisory and economic development • Passion for Business Development and Sales • Business, proposal and marketing writing • Proposals 	<ul style="list-style-type: none"> • Multitasking • Strong networking • Persuasion prospecting • Research • Closing skills 	

APPROVALS

<p>Job holder/ Incumbent: _____</p> <p>Job Title: _____</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>Manager: _____</p> <p>Job Title: _____</p> <p>Signature: _____</p> <p>Date: _____</p>
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