

Business Development Officer: Programmes - Alternative Fund Sourcing – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Business Development Officer: Programmes - Alternative Fund Sourcing** in a **Permanent Employment Contract** position with three months' probation. The successful candidate will report directly to the **Business Development Manager: Programmes**.

POSITION : **Business Development Officer: Programmes - Alternative Fund Sourcing**

PERIOD : **Permanent Employment Contract**

LOCATION : **AIDC**

ADVERT REF NO : **2022/09- 29**

DEPARTMENT : **Business Development: Programmes – Alternative Fund Sourcing**

TCOE : **R 372 617,52 per annum**

JOB GRADE : **C4**

CURRENT JOB TITLE	Business Development Officer: Programmes - Alternative Fund Sourcing	JOB GRADE	C4
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Business Development: Programmes		
DATE REVIEWED	12/01/2022		
LOCATION	Rosslyn		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
Assists the Business Development Manager in the identification, engagement and relationship building of existing and new funding institutions, agencies, department and the like, in order to			

support existing business operations and to expand business opportunities that support the organization's mandate. Maintains the current client relationships and forms new client relationships.	
POSITION IN THE ORGANISATION	
LINE MANAGER	Business Development Manager: Programmes
POSITION	Business Development Officer: Alternative Fund Sourcing
SUBORDINATE	
SUBORDINATE POSITIONS	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	

Position Description

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<p>1. New and Existing Business</p> <ul style="list-style-type: none"> • Maintain the network of alternative funding institutions etc. and expand the network with alternative funders • Identify Alternative Funders, contact, liaison and engagement • Identify products, projects and programmes and aligns the organisation's key focus areas to the Alternative Funders mandate • Draft proposals on various potential projects/programmes in response to funding opportunities • Draft project scope and concept documents, high level project plans and project budgets for new funding opportunities • Presenting proposals or concept documents to funders representatives • Develop and complete funding applications • Monitor and track funding approval processes of project proposals, concept documents and funding applications • Maintains the business development database for funders • Internal marketing of opportunities 	45%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<p>2. Market Research</p> <ul style="list-style-type: none"> • Conducts studies on funding opportunities and prepares related action plans designated to funding opportunities, identify barriers and propose the most appropriate course of action for business development • Compiles, analyses and disseminates information on local, provincial, national and international funders, their mandates and requirements • Liaises with business, industry associations, government and economic development representatives to initiate and explore funding opportunities 	25%
<p>3. Marketing and Sales</p> <ul style="list-style-type: none"> • Funder Identification and engagement • Brand representation: <ul style="list-style-type: none"> 3..1 Industry forums; 3..2 Event participation 3..3 Seminars 3..4 Marketing of the services • Prepares MOU's, MOAs, SLAs and contracts for authorisation • Prepares collaboration proposals for programmes designed to create awareness and generate a demand for Key Focus Area services • Enables implementation processes • Monitor and track progress 	15%
<p>4. Key Account Management</p> <ul style="list-style-type: none"> • Communication to stakeholders, funders and clients • Update and feedback regular project information • Visits to stakeholders, funders and clients • Maintain relationships in terms of MoU's, MoA's, SLA's and contractual agreements • Escalate issues to managers for action • CRM 	10%
<p>5. Administration and Departmental Support</p> <ul style="list-style-type: none"> • Prepare funding prospects reports and produce alternative funding reports • Prepare presentations on projects • Complies with the internal ERP system policy, processes and operational requirements • Participate in departmental and company meetings • Filing of all documentation and evidence 	5%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
TOTAL	100 %

JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • A Degree (B Com Business Management) or <ul style="list-style-type: none"> • National Diploma in Business Management or Administration
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • Project Management advantageous
EXPERIENCE	<ul style="list-style-type: none"> • 3 years in a projects and automotive/manufacturing environment; • Proven experience in business development or new concept development • Extensive practical knowledge and experience of the manufacturing industry is essential • Experience maintaining multiple stakeholder relationships • Proven track record in developing business cases and compiling project proposals including viability studies of a technical nature • Sales and Marketing experience, specifically cold calling to potential clients • Proven track record in engaging with funding agencies or institutions • Experience in lobbying for funding • Supply chain exposure would be an advantage

COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Marketing and Sales	Project Management	Patience
Project Management	Computer Literacy	Attention to detail
Supply Chain	Communication	Time management
Industry Understanding	Problem Solving	Ethics
Policies and Procedures	Marketing	Confidentiality
Manufacturing	Relationship versatility	Team-working
Funding Agencies and Institutions	Presentation	Structured
CRM	Sales	Systematic
	Business communication	Proactive
	Report writing	Professional
	Facilitation	Business Acumen
	Interpersonal	
	Planning	
	Conflict handling	
	Analytical	
	Networking	
	Creative thinking	
	Lobbying for funding	
	Developing and maintaining Key Accounts with Strategic partners	
	Proposal writing	

OTHER SPECIAL REQUIREMENTS

- Own transport

For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website www.aidc.co.za. Applications should be addressed to hrrecruitment@aidc.co.za.

Applications: All applications must be submitted and accompanied by curriculum vitae with contactable references, certified copies of qualifications and identity documents.

The closing date for all above positions is the **06 June 2022 12:00HRS midday**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted. “The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant’s or Employee’s Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA”.