

<b>Salary Band 4</b>	<b>Enterprise Development Officer</b> <b>Mpumalanga Green Cluster Agency (80%)</b> <b>JUST SA (20%)</b>
Duration:	Until – 30 June 2026 (with possibility of extension)
Reports to:	Programme Director JUST SA
Duty station:	MGCA, Mpumalanga

## BACKGROUND

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is leading the JUST SA consortium, comprising five local implementing partners: GreenCape, TIPS, NBI, WWF and Yes4Youth. The 5-year JUST SA project is commissioned through the International Climate Initiative (IKI) by the German Federal Ministry for Economic Affairs and Climate Action (BMWK). JUST SA supports the implementation of pathways towards a Just Transition in South Africa towards an environmentally sustainable, climate-change resilient, low-carbon economy and just society. At the regional level, JUST SA assists the Mpumalanga provincial government in formulating a concrete, sustainable and just green economy transition plan for a diversified regional economy, which covers skills pathways development and finance mechanisms. JUST SA cooperates closely with the Mpumalanga Green Cluster Agency. In this context JUST SA is seconding a Technical Advisor to the Mpumalanga Green Cluster Agency.

The Mpumalanga Green Cluster Agency (MGCA) employs the triple helix cluster model with representation from Government, Industry, and Academia as part of its design setup. The cluster works at the interface between business, government, and academia in order to identify and remove barriers to economically viable green economy catalysing its uptake to enable the region and its citizens to prosper.

MGCA is a non-profit organisation that works to advance a sustainable and inclusive green economy and create shared value in the Mpumalanga province. MGCA works both at the micro and macro level supporting green-tech SMEs build their businesses, enabling bigger businesses to improve their environmental footprint, and assisting the provincial government to create the right environment for a more resilient green economy. Ultimately, MGCA is helping to facilitate more investment, ecosystem building and stimulate job creation into Mpumalanga's green economy.

## Enterprise Development Officer: Responsibilities and Tasks

### A. TASKS

The Enterprise Development Officer is expected to undertake the following tasks:

- **Strategic Development:**
  - Develop and execute strategic plans to establish and grow MGCA's business functions.
  - Identify new business opportunities, secure funding, and partnerships that align with MGCA's mission.
  - Propose and evaluate new business models that can support the sustainable growth of MGCA and its partners. This could involve developing innovative ways to deliver services, creating value propositions for different stakeholders, and exploring new revenue streams.
  - Align the MGCA business model with local economic development policies in the region.
  
- **Funding and Investment:**
  - Lead efforts to identify, negotiate, and secure funding and investment for MGCA initiatives and projects.
  - Prepare and present business cases and proposals to potential investors and funding bodies.
  
- **Cluster Engagement:**
  - Facilitate collaboration and partnerships among the triple helix cluster members (Government, Industry, and Academia) to advance MGCA's objectives.
  - Work closely with stakeholders to identify and overcome barriers to the green economy, ensuring the region's economic and environmental prosperity.
  
- **Support to MGCA's partnerships and work in the Small and Medium Enterprises (SME) sector:**
  - Develop, execute, and oversee a business strategy that prioritizes growth and positive ratings for MGCA's partnerships in the Small and Medium Enterprises (SME) sector.
  - Maintain positive professional relationships with SME's.

- Conduct high-level industry research to identify new business opportunities for SME's - including new markets, growth areas, trends, customers, partnerships, products and services - or new ways of reaching existing markets.
- Conduct high-level industry research to develop effective business strategies and revenue generating solutions for partnerships in the Small and Medium Enterprises (SME) sector
- Promote SME's products or services to prospective investors and funding entities.
- Identifying market opportunities for SMEs through meetings, networking and other channels.
- Participate in collaborative business meetings to update key stakeholders involved in the development of MGCA's SME's partnerships and meet with existing and potential clients and markets for SME's.
- Review contracts for SMEs to ensure they meet legal and corporate guidelines.
- Review and develop Business Plans of MGCA's partnerships in the SME sector to ensure business growth and optimal access to funding opportunities for SME's.
- Creating development plans, financial forecasts, cash flow projections and growth projections for SME's.
- Attending events such as exhibitions and conferences where appropriate and required.
- Assist in preparation of SMEs for participation in investor conferences and business pitch opportunities and MGCA organized and other related pitch challenge events.
- Generate funding leads, scrutinize market opportunities, and identify funding opportunities for SME's.
- Write and develop funding proposals for SME's.
- Producing required reports for management.

## **B. GENERAL OBLIGATIONS**

The Enterprise Development Officer is expected to fulfil the following general obligations:

- Represent MGCA in professional forums, discussions, and negotiations, effectively communicating its mission and goals.
- Maintain a deep understanding of the green economy, including trends, challenges, and opportunities, to inform strategic decisions.

- Ensure compliance with legal and ethical standards in all business development and funding activities.
- Prepare reports and updates for the board and stakeholders, highlighting progress, challenges, and strategic direction.

### **C. REQUIRED QUALIFICATIONS, COMPETENCES AND EXPERIENCE**

#### **Qualification:**

- Bachelor's degree in Business Administration, Environmental Science, or a related field. A Master's degree is preferred.

#### **Professional Experience:**

- Minimum of 5 years of relevant work experience in business development, preferably in the non-profit sector or green economy or local economic development.
- Strong understanding of the triple helix cluster model and experience working at the intersection of government, industry, and academia.
- Demonstrated success in securing funding and investments, with a solid network of potential investors and partners.
- Sound knowledge of South African public and private sector landscape in relation to Just (Energy) Transition, green economy and climate change
- Proven network in South Africa in the area of green economy, local economic development, Just (Energy) Transition, climate change and/or sustainable finance
- Excellent technical writing and communication skills, verbal and written; proven track record of drafting and editing complex knowledge and communication materials as required
- Demonstrated experience of working in a team environment.

#### **Other Knowledge, Additional Competences**

- Knowledge of and sensitivity to climate change related impacts as well as social and environmental challenges in South Africa
- Ability to work independently, to approach tasks pro-actively and provide results on time
- Ability and willingness to acquire knowledge and quickly master new topics
- Good ability to write and edit reports and ideally experience in media/communication work
- Very good practical knowledge of Microsoft 365 office tools
- Ability to facilitate workshops and events

**D. ADDITIONAL INFORMATION**

- **This position is based at the Mpumalanga Green Cluster Agency (MGCA) offices, a non-profit organisation in Middleburg, Mpumalanga.**
- This position is advertised as a 100% full-time position
- The contract period for this position 30 June 2026, with possibility of extension.
- At GIZ, you will be offered global network and an atmosphere that is characterised by diversity, respect and genuine equal opportunities. Gender equality promotion is a matter of course for us.
- GIZ is a signatory of the Diversity Charter. Recognition, appreciation and inclusion of diversity in the company are important to us. All employees shall be valued - regardless of gender and gender identity, nationality, ethnic origin, religion or belief, disability, social background, age or sexual orientation.
- GIZ would like to increase the proportion of employees with disability. Applications from persons with disabilities are most welcome.

**E. APPLICATION PROCESS**

Suitable candidates should apply by submitting:

- A motivation letter (max. 1 page) stating why they should be the preferred candidate and the value added they will bring to the project.
- A **detailed CV indicating their residency status**
- **Internal Applicants ONLY** should submit application to: [recruit-pretoria@giz.de](mailto:recruit-pretoria@giz.de) with the email subject line “**Application for MGCA Enterprise Development Officer Position**”, for the attention of Head of Human Resources.
- **External Applicants** should submit their application by following this link: [Applications for MGCA Enterprise Development officer](#)

Closing date for applications: **18<sup>th</sup> of June 2024**

**Only shortlisted candidates will be contacted.**

**Applications without a motivation letter will not be considered!**