



<b>Job Title:</b>	Manager: Business Development Projects and Entrepreneurship
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Skills Development
<b>Location:</b>	Gauteng, Auckland Park
<b>Salary Range:</b>	13
<b>Upward Reporting Relationships:</b>	Executive Manager: Skills Development
<b>Reference Number:</b>	<b>NEM-20/04/2025</b>

## MAIN PURPOSE OF JOB

To participate in the development of a comprehensive business development strategy which will drive revenue growth for the Institute, develop strategies to create new business opportunities to deliver customer focused products. The incumbent will ensure the delivery of income generating digital products and services.

## JOB OBJECTIVES

- Develop and regularly update a comprehensive business development plan, with targeted goals, objectives, methods, quantifiable outcomes and timelines to achieve Institutes' sustainability and annual budget goals.
- Develop the business development strategy in order to increase the institute's customer base and revenue streams.
- Implement the business development strategy, which aligns with the overall Institute's strategy.
- Carry out careful strategic and tactical planning for partnership growth as well as build the business development processes needed to meet NEMISA goals.
- Identify and maintain new contacts and networks relevant for business development and project identification.
- Identify, evaluate, and execute new business opportunities aligned with the institute's overall strategy.
- Promote and embed customer focus ensuring services are designed, centred and delivered around customers' needs.
- Support the implementation of the for-profit business plan and identify a road map for business development, working alongside Training and Development unit.
- Work collaboratively with Training and Development and the Marketing and Communications unit to ensure revenue-generating services are marketed.
- Identify new opportunities and follow up on business opportunities for the unit.
- Collect, monitor feedback and maintain high client satisfaction.
- Analyse operations to understand their strengths and weaknesses to determine opportunities for improvements.
- Lead the development and delivery of the institute's media content production and identify and evaluate opportunities while managing risks.

- Collaborate in the planning, design, development and deployment of new applications and systems, and enhancement to existing applications.
- Ensure effective review of content throughout the production cycle and identify leading experts to provide additional technical review.
- Manage the production and delivery of content, ensuring quality and cost-effectiveness.
- Coordinate all post-production phases ensuring delivery on time and within budget.
- Manage complex digital multimedia workflows, schedules, and budgets.
- Evaluate new audio/visual equipment and direct the installation and interfacing of new equipment in production facilities.
- Ensure proper maintenance of studio and production equipment and space.
- Design effective project plans and timelines based on the assessed needs and required solutions.
- Determine the resource requirement of projects and allocate them accordingly.
- Ensure the effective usage and management of project resources.
- Coordinate project delivery and ensure that deliverables meet required standards and timelines.
- Liaise with clients to ensure that project time, budget and quality targets are met.
- Facilitate project meetings and workshops related to media production projects.
- Provide strategic leadership and provide advice and guidance on managing media production projects.
- Prepare project pre-meeting briefings, monitor project progress and ensure tasks are completed.
- Oversee project steering committee meetings and/or workshops, ensuring a smooth-running process and follow up on deliverables.
- Identify and manage critical risks in projects.
- Develop policies and procedures for media content production and business development.
- Identify the unit's risks and provide a mitigation plan.
- Conduct unit's regular risk assessments.
- Ensure that the business unit complies with all policies and practices as prescribed by the Institute, and relevant legislation.
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- Provide advocacy to stakeholders on policy interpretations and create awareness of policy changes.
- Monitor and ensure that all revenue-generating initiatives comply with all relevant policies and prescripts.
- Develop and implement unit's budget.
- Motivate the acquisition of assets and resource requirements as required in the business unit.
- Manage and coordinate business unit resources.
- Collaborate in the development of project budgets.
- Facilitate communication of information on revenue-generating projects.
- Meet with team members, management, and stakeholders regularly to review project initiatives and the status of existing initiatives.
- Consult with internal and external stakeholders to provide advice, feedback and support in relation to the planning, implementation and delivery of business development projects.
- Collaborate engagements with relevant internal and external stakeholders.
- Ensure that the project targets and objectives are achieved through supportive engagements with stakeholders.
- Participate in internal and external stakeholder forums, events and conferences as directed.
- Represent and participate in NEMISA's committees and/or task teams.
- Establish relationships with key individuals within relevant industry sector(s) through trade association involvement, industry events and other relevant avenues.

*The list of duties is not exhaustive.*

### **Education: Formal Qualifications**

*Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. Universities, Technikons, Colleges, etc.*

<b>Level of Education:</b>	<b>Minimum:</b> <ul style="list-style-type: none"> <li>• A degree in Business Management, Media Production or related.</li> </ul>	<b>Ideal:</b> <ul style="list-style-type: none"> <li>• Postgraduate qualification advantageous.</li> </ul>
<b>Job-related Work Experience</b> <i>Experience is obtained through opportunities for exposure and practice at work. It includes all working experience, that has some bearing on the job, and it is not restricted to the current organisation. Supervised on-the-job training internships and learnerships are incorporated within this category.</i>		
<b>Level of Job-related Work Experience:</b>	<b>Minimum:</b> <ul style="list-style-type: none"> <li>• 5-7 years' experience in Business Development.</li> <li>• 3-5 years in a management role in a public entity.</li> <li>• Experience in Project Management.</li> <li>• Experience in Media Production.</li> <li>• Knowledge of applicable legislative and regulatory frameworks.</li> <li>• Knowledge of Media and communication platforms and protocols.</li> <li>• Knowledge of Media production technologies.</li> <li>• Knowledge of business management, strategic business planning and stakeholder management.</li> </ul>	<b>Ideal:</b> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Job-related Skills and Competencies</b> <i>Job-related skills are typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). Skills refer to how to do things. They are demonstrated in the application of techniques and procedures.</i>		
<b>Job-related Skills and Competencies:</b>	<b>Behavioural:</b> <ul style="list-style-type: none"> <li>• Problem-solving skills</li> <li>• Decision-making skills</li> <li>• Conflict management skills</li> <li>• Confidence</li> <li>• Working under pressure</li> <li>• Prioritising</li> <li>• Quality and service focus</li> <li>• Integrity</li> <li>• Accountability</li> <li>• Diligence</li> <li>• Professionalism</li> <li>• Flexibility and adaptability</li> <li>• Interpersonal Skills</li> </ul>	<b>Technical:</b> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• Leadership Skills</li> <li>• Media production</li> <li>• Planning and organising</li> <li>• Business writing skills</li> <li>• Report Writing</li> <li>• Time management</li> <li>• Multi-Tasking skills</li> <li>• Written and Verbal Communication skills</li> </ul>

**Important note:**

- Please email through comprehensive CV and certified copies of qualifications/supporting documents to: [mbdpe@mjvrecruitment.co.za](mailto:mbdpe@mjvrecruitment.co.za)

- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to shortlisted candidates.
- NEMISA reserves the right to not make an appointment.
- Closing Date: **07 May 2025 (16:30)**

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, provided that this supports the achievement of our Employment Equity goals.*