



**POSITION:** Programme Specialist  
**REPORTING TO:** Programme Manager  
**REMUNERATION:** Negotiable  
**LOCATION:** Johannesburg, South Africa  
**START DATE:** ASAP



## Background

Set up in 2010 as one element of the broad-based black economic empowerment transaction conducted by South African Breweries Ltd (SAB), the SAB Foundation is an independent Trust that annually invests in excess of R80 million towards developing entrepreneurship in South Africa. The SAB Foundation funds its activity through the interest and dividends earned from its investments.

In 2016, SAB Foundation was the first organisation in South Africa to receive tax exemption as a Small Business Funding Entity under section 10(1)(cQ) of the Income Tax Act.

The primary objective of the SAB Foundation is as follows:

*“The provision of funding for small, medium and micro-sized enterprises, in order to contribute to the economic and social empowerment of historically disadvantaged persons, primarily (but not necessarily exclusively) by means of Entrepreneurship Development and with a priority focus on providing opportunities within small, medium and micro-sized enterprises for women and youth in the rural areas, as well as persons with disabilities.”*

### 2010 - 2014

The mandate has translated into two broad programmes:

- Support for black entrepreneurs
- Support for social innovation (any product or service that has a viable business model that will also result in a positive social outcome, especially for our key beneficiary groups, namely women, youth in rural areas and those with disabilities).

From 2010 to 2014, the Foundation was in its start-up phase and had a strategy to reach as many people as possible. This translated into funding as many entrepreneurs as possible each financial year and an annual competition for social innovators where the first prize was R1 million, and various other prizes were given to other worthy ideas.

2014

With the groundwork laid, and under new leadership, the Foundation evaluated its programmes, and it was agreed that businesses were unlikely to experience growth unless a more in-depth approach was taken to developing their skillset. As a result, both the entrepreneurship and social innovation programmes are in a phase of growth and now consist of considerable training and mentorship along with funding.

Because it is not always easy to access people in rural areas and those with disabilities, funding has been set aside to explore innovative options to growing entrepreneurs in these areas.

We believe that the Foundation sets itself apart through the following:

- Strong programmes delivering real results
- Genuine concern for beneficiaries and a desire to see them succeed
- Support for rural businesses
- A strict focus on continuous learning, improvement, and accountability. The Foundation has an information management system that regularly measures the performance of beneficiaries in terms of business growth, increase in jobs and in some cases, social impact.
- Collaboration and information sharing

### **SAB Foundation Objectives**

- Objective 1: To dramatically improve the success rates of entrepreneurs and social innovators through improving quality of life, increasing profitability, promoting job creation, and finding innovative sustainable solutions to social problems.
- Objective 2: Add value to society.
- Objective 3: To contribute to SAB's corporate image, both internally and in the public domain.

### **Purpose of the Role**

Support the Programme Manager in implementing, broadening and deepening the SABF entrepreneurship and social innovation programmes.

#### **1. Manage the selection of programme participants**

- Work with the communications manager to develop and disseminate calls for applications.
- Schedule and assist Programmes Manager with site visits.
- Facilitate background checks on shortlisted candidates.
- Organise finalist workshop (for social innovation awards).
- Support the communications manager with organising the annual SIA awards ceremony.

#### **2. Provide ongoing support to entrepreneurs and oversee business support programmes with service providers**

- Manage entrepreneur queries and maintain communication with current and past programme participants.
- Support programme implementation partners by following up with entrepreneurs, managing disputes, addressing poor performance, etc.
- Attend monthly meetings with the implementation partners to assess problem areas and identify areas where the SABF can provide further support.
- Approve entrepreneur payment requests and oversee the payment process with the programme

coordinator and operations manager.

### **3. Manage the SABF alumni network**

- Organise alumni networking events.
- Organise skills and business development webinars.
- Source and upload business content and opportunities on the SABF alumni communication platforms.
- Keep abreast of alumni progress, gather success stories and share with the communications manager.

### **4. Stakeholder engagement**

- Participate in stakeholder events.
- Work closely with Programme Manager to formulate partnerships to bolster support for entrepreneurs.
- Represent the Foundation at various stakeholder forums and events.

### **5. Monitor the progress of current and previous programme participants**

- Assist the impact analyst with the collection of data where necessary.
- Review the annual survey and suggests programme improvements.
- Assist impact analyst in compiling a report based on findings.

### **6. Ad hoc request from the Programmes Manager and Executive Director**

- Activity in the Foundation is dictated by strategy as well as Trustee input and is therefore dynamic. Foundation needs may change. Trustee agendas may change, requests for research may be issued. SAB Foundation Director may decide to make changes. Certain urgent requests may be issued by any of our stakeholders. Flexibility and the ability to adapt to changing requirements are therefore important requirements for this role.

### **Qualifications**

- At least an undergraduate degree
- At least 3 years' work experience in a related field

### **Behavioural Competencies**

- Deep passion for innovation, entrepreneurship and social change
- High energy levels with a bias for action
- A willingness to learn
- A basic understanding of business
- Numerate and literate
- Ability to engage enthusiastically and professionally with multiple stakeholders
- Analytical thinking ability
- Innovative, conceptual problem solver
- Dynamic, open minded and flexible
- Ability to multitask and attention to detail
- Strong verbal ability and communication skills
- Strong interpersonal skills, creativity and ability to mix with other people
- Ability to work in teams
- Resilient, with strong leadership abilities
- Proven track record of high performance
- Strong project management skills

- A willingness to travel

### **How to apply**

Interested applicants should submit the following by e-mail to [poveshnee@ngorecruit.com](mailto:poveshnee@ngorecruit.com) quoting reference number NSB009:

- A CV in word or PDF format (please include 3 references)
- A 1-page cover letter outlining how your skills and experience align with SAB Foundation's mission and the unique qualities you will bring to this role

Application Deadline: 5<sup>th</sup> April 2023

Interested applicants are encouraged to **apply ASAP**. Only shortlisted candidates will be contacted.

For more information about SAB Foundation, visit their [website](#) and social media pages: [Facebook](#), [Instagram](#), [Twitter](#) and [LinkedIn](#).