



SAREBI is a Renewable Energy Business Incubator located in Atlantis, Western Cape. The Incubator, together with its strategic partners, aims to unlock opportunities, provide non-financial business development support, facilitate access to technology, contribute to the diffusion of new technologies and innovations, facilitate linkages and create an enabling and nurturing environment for emerging, startup and existing enterprises within the Renewable Energy & Energy Efficiency sector.

[www.sarebi.co.za](http://www.sarebi.co.za)

**Vacancy: Business Development Officer**

Business:	South African Renewable Energy Business Incubator
Job Location:	Atlantis, Western Cape
Reference:	SAR001/2019
Date:	22 May 2019
Reporting Lines:	SAREBI Incubation Manager

The Business Development Officer will be responsible for enhancing the competitiveness and capabilities of Small Enterprises through coordinated services, programmes and products that will ensure equitable access to business support.

**Reporting to the Incubation Manager this position will be responsible for the following:**

- Develop new and maintain existing client relationships.
- Selection and analysis of business opportunities in the Africa Region.
- Coordination of bids for RFPs and tender processes of all South Africa potential projects.
- Development of internal reports detailing the departmental targets, pipeline and progress.
- Laying out policies, procedures and templates for the department.
- Develop new and maintain existing customer relationships.
- Seek new customers in company target markets through research, direct marketing and networking with potential customers.
- Generate project/business opportunities and RFP's through customer contact to meet the company's business plans and growth strategies.
- Collaborate with company management to prepare and implement the company's Marketing and Business Development Plan and strategy for meeting business.
- May be requested to perform other related duties as and when required.

**Job requirements**

- Relevant bachelor's degree or higher diploma from a recognized tertiary institution.
- Knowledge of MS Office (Word, Excel and PowerPoint).
- Excellent command of the English language.
- Ability to multi-task and prioritize.
- Excellent communication skills.
- Knowledge of customer service principles and practices.
- Ability to analyze new and prospective opportunities in business.

- Good attention to detail.
- Ability to stay calm under pressure.
- A methodical and thorough approach to work.
- A desire to show initiative.

Please submit your application on the Sarebi website at <http://www.sarebi.co.za/careers/>

**Closing date: 07 June 2019**

Shortlisted candidates will be requested to submit certified copies of academic records.

SAREBI reserves the right not to make an appointment. If you have not been contacted within two (2) weeks of the closing date, please consider your application unsuccessful.