

VACANCY ADVERTISEMENT

UMhlosinga Development Agency SOC Limited (UMDA) is an Economic Development Agency that is wholly owned by uMkhanyakude District Municipality. UMDA’s key objective is to generate sustainable economic growth and development, through projects which benefit the local communities and residents of the district.

JOB TITLE	SMME OFFICER
REFERENCE	POST NO.01/2025/26
NATURE OF EMPLOYMENT	PERMANENT POSITION
WORKSTATION	MKUZE AIRPORT
JOB GRADE	PATERSON JOB GRADING BAND: C1 PLUS BENEFITS
REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12 • Bachelor’s Degree in Business Management, Economics, Development Studies, or related field. • Minimum 2–3 years’ experience in SMME/enterprise development. • Experience in training, mentorship, or enterprise support programmes. • Understanding of government funding and support programmes. • Valid driver’s license will be an added advantage.
KNOWLEDGE, SKILLS AND COMPETENCY	<ul style="list-style-type: none"> • Knowledge of South African business regulations and compliance processes. • Strong communication and stakeholder engagement skills • Planning and coordination ability • Problem-solving and analytical thinking • Passion for local economic development
KEY RESPONSIBILITIES:	<ul style="list-style-type: none"> • Provide business support services to SMMEs across the district. • Assist with business compliance, including CIPC registration, tax clearance, and sector-specific requirements. • Deliver business coaching and mentorship to emerging and existing entrepreneurs. • Manage and operate the One-Stop Business Support Centre. • Facilitate referrals to funding institutions, government agencies, and development partners. • Identify and respond to government funding opportunities, assisting SMMEs with applications and proposals. • Assist investors with regulatory processes and help resolve bottlenecks. • Organize and facilitate capacity-building workshops and seminars. • Plan and coordinate business exhibitions and networking platforms. • Strengthen partnerships with stakeholders in the public and private sector.

Interested parties must forward their applications to CEO, Ms. Thembisile Khumalo, UMDA, and hand delivered to Lot 5/202, Corner of Jan Smut Avenuw and Aloe, Mtubatuba 3935 or post them to Umhlosinga Development Agency, Box 367, St Lucia, 3936. Fax and email applications will not be accepted. Applicants are encouraged to visit: www.umdaz.org.za and for enquiries contact Ms. Ngcobo, Tell: 035 550 308.

The application must include a motivation letter, detailed CV with 3 contactable references. The closing date for applications will be **30 April 2026, at 12h00**. If you have not heard from UMDA within three (3) months of the closing date, please accept that your application was unsuccessful. UMDA reserves the right not to appoint should the Agency not find suitable candidates.

UMDA adheres to the National Employment Equity Act and the principles of Equity and Equal Employment Opportunities.

Thembisile C. Khumalo
Chief Executive Officer