

***“Our mission is ...***

*To provide unique  
and exclusive  
internships that are  
meaningful, impactful  
and rewarding.*

***Our goal is...***

*To ensure our  
customers have the  
best time of their  
lives.*

***Our vision is...***

*To be the premier  
intern placement  
agency in South  
Africa*



**Horton Heartland**

**Cape Town, South Africa**

**Job Description**

**Sales Manager**

## HOST ORGANISATION

Name:	Sakhulwazi Hub
Location:	Philippi Township, Cape Town
Websites:	<a href="http://www.sakhulwazihub.co.za">www.sakhulwazihub.co.za</a>
Facebook Page:	
Main Contact:	Mama Rosie
Industry:	Agriculture. Food Security Micro–Enterprise Development.



## ORGANISATION DESCRIPTION

The Sakhulwazi Hub is registered as a Co-operative, which means the people who run the project are the owners. The education level of the owners and managers is very low. The hub accommodates five Foodpods Franchisees who earn a sustainable livelihood by growing and selling fresh, organic vegetables to their neighbours. The hub also accommodates a Wonder Plant tree nursery, beading project, sewing factory and micro-bakery. The goal of the organisation is to address local, social and environmental problems in a financially sustainable way. The primary campaign is called No Hungry Tummies, which is a mission to provide all the local kindergartens with leafy green vegetables. The beneficiaries of this organisation are the poorest of the poor. The organisation has worked successfully with interns from all over the world for many years. Heartland Internships has exclusive rights to place interns into this organisation. The Sakhulwazi Hub has been a portfolio venture of Heart Capital for over a decade.



## JOB IDENTIFICATION

Job Title:	Sales Manager
Immediate Superior:	Hub Manager
Subordinates:	None
Department:	Sales
Job Level:	Management
Job Category:	Internship
Remuneration:	Unpaid
Visa Requirement:	Volunteer Visa
Start Date:	Open
End Date::	Open
Duration:	2 months (minimum)
Hours:	Hours: 8.30 – 17h00; Monday to Friday; Lunch 13.00 to 13.30
Can program be extended?	Yes, indefinitely
Transport:	Provided to and from project
Accommodation:	Provided.
Working Environment:	Inside & outside the organisation premises; Safe & neat
Personal Risk:	Low
No. of positions available:	1
Evaluation Method:	Performance Management System
Assistance provided to receive academic credit?	Yes

## JOB VACANCY

The Sakhulwazi Hub in Philippi, Cape Town has a vacancy for an energetic, positive, well-organised and multi-skilled individual with good interpersonal skills to work as a Sales Manager.

## JOB DESCRIPTION

The Sales Manager is required to develop and implement sales strategies that promote the host organisation and its mission.

## PURPOSE OF THE JOB

The role of the Sales Manager is to:

- Train and mentor the Franchisees and their sellers
- Build a sales team
- Conduct on-the-job training with sellers and Franchisees.
- Establish targets
- Arrange exciting incentive schemes
- Produce sales forecasts

## JOB RESPONSIBILITIES, DUTIES & TASKS:

Responsibility	Duties	Tasks	Frequency
Entrepreneurs and sellers	Train, mentor and assist the entrepreneurs and their sellers	Review the training material	Monthly
		Source and secure external trainers to conduct pro bono training sessions	Monthly
		Design and implement a training program	Monthly
Staff	Build a sales team	Ensure Growers have sellers	Ongoing
		Recruit Sellers for ventures	When required
Training	Conduct on-the-job training with sellers and entrepreneurs	Develop & implement an evaluation sheet	When required
		Design an on-the-job training program	When required
Incentive creation	Arrange exciting incentive schemes	Review the Incentive Scheme template	Monthly
		Design an Incentive Scheme	When required
		Source exciting incentives to offer Sellers	Ongoing
		Implement & manage the Incentive Scheme	Ongoing
Sales forecast	Produce sales forecast	Track and forecast sales of all the products by Seller	Weekly
Ensure we have the right stock to sell	Assess the product needs of the customer	Design a Client Needs Analysis. Establish the appropriate products and pricing. Implement the results	Weekly
+- Sales system	implement the sales system	Create job descriptions detailing the daily activities of growers and sellers	Monthly
		Produce all necessary sales documentation	Weekly

## JOB SPECIFICATIONS

Qualification & Experience	Skills	Knowledge	Abilities
1. Studying for a National Diploma or Bachelor degree in Management or any related field.	1. Verbal and written communication in English 2. Proficient in Word Excel, and PowerPoint 3. Administrative skills 4. Internet skills 5. People management/ supervisory skills 6. Good telephone skills	1. Knowledge of Social Enterprises or / non-profit organisations. (advantageous) 2. Broad knowledge of all matters related to the business of social enterprises. (advantageous) 3. Basic business skills	1. To sell 2. To work well in a team 3. To work methodically and independently, to take responsibility for own actions and subordinates 4. Consistent ability to perform well under pressure, adapt to change, deliver against a work plan and meet deadlines. 5. Ability to communicate with staff and constituencies from diverse backgrounds and to provide strategic guidance in a collaborative, consultative, and positive manner 6. Ability to build consensus and to work through others in achieving desired results and objectives

## Requirements:

As a Sales Manager, you are required to:

1. Conduct yourself professionally at all times.
2. Diligently perform all tasks required.
3. Show enthusiasm when performing duties.
4. Be a team player.
5. Always have the interest of the organisation at heart.
6. Be confidential when dealing with sensitive issues.
7. Play your role in meeting our organisation's high standards and work ethic.
8. Achieve your targets, milestones and organisation goals.
9. Apply your skills, aptitude, training and experience in cross-functional and multi-skilled ways to ensure optimum use of resources.
10. Arrive on time for work, be punctual for meetings and work a full day.
11. Be thoroughly prepared for each day.
12. Respect your colleagues.
13. Submit accurate reports weekly.
14. Represent the organisation professionally and positively.
15. Maintain the database properly
16. Keep the work environment neat and tidy
17. Dress appropriately and maintain good personal hygiene
18. Attend training workshops

## Value Added Service:

As a team member management expects the Sales Manager to:

1. Be willing to occasionally participate in activations, interventions, workshops and team building exercises.
2. Assist colleagues if asked.

## Ideal Character:

- Tolerant of others (especially for the disadvantaged)
- Empathetic but doesn't take on people's burdens.
- To the point, tells it like it is, without being abrasive.
- Honest and trustworthy.
- Positive and solution orientated
- Good socializer, a people pleaser and people's person
- Self-starter / motivated with high work ethic, assertive follow-through and orientation towards balancing results and relationship building.

## Motivation:

- The individual must be motivated to serve others and make a real, tangible difference.
- The individual should have a genuine interest in social entrepreneurship and social enterprise, emerging economies, Bottom of the Pyramid, poverty alleviation

## Milestones:

- It is essential for the Sales Manager to achieve assigned milestones and organisational goals.
- Weekly targets and milestones will be established by the Sales Manager in collaboration with the Managers.

## Reporting:

To keep management informed of all activities, the intern is required to:

1. Submit weekly progress reports.
2. Provide complete, accurate and totally transparent information in all accounts and financial reporting relevant to the Franchisees.
3. Prepare news articles on key events or happenings relevant to the internship.

## PERFORMANCE MANAGEMENT

The purpose of our Intern Performance Management System is to:

- Communicate to the intern the performance expectations of the host organisation.
- Ensure clear and mutual understanding of deliverables and goals to be achieved.
- Secure the commitment of the intern to the set outcomes.
- Monitor and measure performance against the set targets and outputs.
- Inform the intern of the criteria used in determining the performance rating.
- Provide the intern with the opportunity to identify and improve on their skills shortages and performance deficiencies, if any, and build on their strengths.
- To provide a performance history that is not dependent upon human memory.
- Be used as the basis for university assessments and reference letters

## SIX PILLARS OF EVALUATION

The intern's contribution to the host organisation is measured as follows:

- 1) Attitude
- 2) Initiative
- 3) Deliverables & Deadlines
- 4) Cultural immersion & integration
- 5) Business development
- 6) Assignments, tasks & chores

A peer performance review is also conducted.

## SIX PILLARS UNPACKED

### Attitude:

- Positivity towards the mission of the host organisation.
- Positive speak about the host organisation.
- Punctuality & diligence.

### Initiative:

- Ability to identify solutions.
- Self-motivation towards optimum productivity.
- Ability to engage management.

### Deliverables and Deadlines:

- Ability to set milestones & deadlines.
- Ability to deliver high quality work on time.
- Ability to research, plan & implement work.

### Cultural Immersion (Host Organisation):

- Demonstrate eagerness to engage beneficiaries meaningfully
- Contribution to hubs - Time, Volunteering, Sustainability - Sourcing (income generation, capital raising)

### Integration (Company):

- Culture participation
- Culture development - Ignition meetings, pump & paddles, reflection sessions , team Excursions

### Business development:

- Corporate engagements -2 per week
- Demonstrate ability to source goods & materials
- Strategic thinking - Problem solving, stakeholder alignment, new partnerships, value-added initiatives.
- Advancements & problem solving - White papers, Blog entry, Special Assignments

***Note: Please discuss the Performance Management System in more detail with your recruiter. Participation is mandatory.***

## Disclaimer:

This job description represents the key points pertaining to the role as a Sales Manager. It is not exhaustive. The Sales Manager may be required on occasions to perform duties that are outside of this job description but in line with his or her capabilities. In accepting this contract, the appointed intern confirms that he or she will be flexible and adapt to circumstance, subject to its reasonableness.

## Good Faith:

The Company, Host Organisation and the intern assume responsibility under this mandate to endeavour to act in good faith in all aspects relating to this agreement.

## Our Promise:

Management will strive to:

- Give you the best time of your life.
- Take care of your needs and demonstrate a passion to exceed all your expectations.
- Ensure your safety and security at all times.
- Ensure our managers and employees are well-trained and execute their jobs professionally and in good spirits.
- Continuously look for ways to improve our service and offer a unique environment that is interesting, stimulating, impactful, rewarding and fun.

## Accepted By:

I acknowledge receiving and reading this job description. I furthermore declare having understood what is expected from me in this internship, and subsequently accept this position on the basis described above and undertake to commit myself to the service, objectives and goals of the organisation.

\_\_\_\_\_  
Preferred Start Date:

\_\_\_\_\_  
Preferred End Date

\_\_\_\_\_  
Intern Signature :

\_\_\_\_\_  
Date of Signature



**Contact Details:**

Mandy Shrimpton

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**Phone:**

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**Email:**

info@hortonheartland.com

**Website:**

www.hortonheartland.com

## APPLICATION SUBMISSIONS

Channel:	Email
Email Address:	mandy@hortonheartland.com
Subject line:	Internship Application: Sales Manager
Letter:	Short letter of motivation why this internship is appropriate for you, including your preferred start date and end date.
Attachment:	A signed digital copy of this job description

## NEXT STEPS:

- 1) Having received a signed copy of this job description from you, we will contact the host organisation to confirm your appointment, and revert back to you within two working days.
- 2) If the appointment is successful, we will prepare your Contract of Internship and send it to you via email within five working days.
- 3) If the appointment is unsuccessful, we will endeavour to place you in the same position doing the same job at a different hub in another location, or offer you another position.

***Thank you for considering our service for your internship***