

## Lexmark Equity Equivalent Investment Program Enterprise Development Specification

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### SUMMARY:

Lexmark is a global imaging solutions organization operating in over 170 countries helping their customer achieve their vision of print simplicity, savings, security and sustainability. Lexmark has a keen interest in supporting and developing SME's. The Department of Trade & Industry has recently approved an EEIP for Lexmark International South Africa (Pty) Ltd for a local recycling program for Lexmark cartridges. The program is focused on Enterprise and Supplier Development to drive economic transformation and inclusion. Therefore, we are searching for 2 beneficiaries to start up a new enterprise in the ICT Sector in accordance with the B-BBEE and EEIP guidelines. Lexmark will help establish the organization, provide financial investment and comprehensive support, training and guidance to the new enterprise over a 3-year period.

### EEIP CRITERIA:

The ideal beneficiaries will be a combination of the specified criteria listed in this specification.

- 2 individuals (Preferably African Female).
- At least 1 individual must come from a rural area in SA.
- At least 1 individual must be youth.
- At least 1 year ICT Sector experience for 1 of the individuals.
- Entrepreneurial experience – advantageous.

### EDUCATION:

- Matric – essential
- Tertiary qualification – advantageous

### COMPETENCIES:

- **Visionary and strategic thinker** – the ability to see possibilities for the future, spot unique opportunities and aspires for growth. A critical thinker.
- **Sound business acumen** – ability to run an organization with an understanding of processes and practices in terms of people, operations, sales and marketing, logistics, managing vendors and suppliers, etc.
- **Financial savvy**- understanding of profit and loss, budgets and forecasting, etc.
- **Innovative** – ability to be creative and generate new ideas that can drive new and improved revenue streams, diversify into new markets, etc.
- **Curious** – always exploring, asking questions, seeking opportunities.
- **Good leadership skills**—drives team involvement within division and functional support organizations; ability to build and manage a cross cultural, cross tower team for effective and efficient customer support
- **Strong analytical and problem-solving skills** – ability to critically analyze data or a situation, spot and solve complex problems.
- Demonstrated ability to **communicate, present and influence** others.
- **Entrepreneurial skills** – the ability to turn ideas into action, to identify opportunities, is ambitious, confident, courageous, adaptable, a risk taker.
- **Learning Oriented** – always seeking to learn new things, learns quickly, readily applies new knowledge. Has a growth mindset.

### APPLICATION AND SUPPORTING DOCUMENTS:

Please email the following documents to [eeip@lexmark.com](mailto:eeip@lexmark.com)

- Comprehensive CV with a motivation letter explaining how you meet the above criteria.
- Copy of ID Document, Matric certificate and other qualifications.
- A stamped letter from the traditional leadership authority indicating that you reside in a rural area and that you are unemployed.
- List of employment or volunteer references, where applicable.
- Declaration of other businesses owned.

The closing date for applications is **14 May 2021**. Only shortlisted candidates will be contacted for interviews.

## LEXMARK ENTERPRISE DEVELOPMENT PROGRAM

Please ensure you are filling out the application form accurately. Incomplete forms will disqualify you from the process.

### PART 1: APPLICANT INFORMATION

1. First name: \_\_\_\_\_
2. Last name: \_\_\_\_\_
3. South African ID number: \_\_\_\_\_
4. Gender (circle one option): Male | Female
5. Date of birth: \_\_\_\_\_
6. Mobile phone number: \_\_\_\_\_
7. Alternate Contact number: \_\_\_\_\_
8. Email address: \_\_\_\_\_
8. Physical home address: \_\_\_\_\_
9. District municipality: \_\_\_\_\_
10. Local municipality: \_\_\_\_\_
11. Cluster (if applicable): \_\_\_\_\_
12. Town/village: \_\_\_\_\_
13. Race (circle one option): African | Coloured | Indian
14. Highest education level started (indicate highest level started, and indicate if level was completed): No Matric | Matric | Post Matric Other | Specify:

### PART 2: MOTIVATION AND INTEREST TO JOIN THE LEXMARK ENTERPRISE DEVELOPMENT PROGRAM

15. Do you have ICT Sector experience? (circle one option): Yes | No
16. If Yes, please describe your experience and the numbers of months/years of experience.
17. Explain what commercial, business and entrepreneurial skills you have that makes you a suitable candidate to establish and grow the new entity. For example, Financial Management, Technical Skills, Business Strategy, Operations Management, Human Resource Management, Sales and Negotiation Skills, Marketing Skills. (max. 200 words)

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**PART 3: BUSINESS INFORMATION**

19. Do you have an existing business? (circle one option): Yes | No

20. If Yes, provide

a) The registered name of the business: \_\_\_\_\_

b) Company registration number: \_\_\_\_\_

c) Vat number: \_\_\_\_\_

d) Type of business entity: (circle one option) Sole proprietorship Close corporation (cc) Private company (Pty. Ltd.) Personal liability company (Inc.) Public company (Ltd.)

h) SARS tax registration numbers (if applicable): \_\_\_\_\_

i) B-BBEE compliance level: \_\_\_\_\_

j) Black ownership %:

- Black female ownership % \_\_\_\_\_

- Black male ownership % \_\_\_\_\_

- Black youth ownership % \_\_\_\_\_

k) Business phone number: \_\_\_\_\_

l) Business email address: \_\_\_\_\_

m) Business website: \_\_\_\_\_

n) Physical business address: \_\_\_\_\_

o) Your title or role in business: \_\_\_\_\_

p) How involved are you in this business? (circle one option) Full time | Part time | Other

q) Is this business your family's main source of income? (circle one option) Yes | No

r) How long has your venture been in operation? (circle one option) Less than 3 months | Between 3 months | 3 years More than 3 years:

s) Number of active client contracts: (circle one option) I have no contract | 1 to 5 Contracts | 6 to 10 Contracts

t) Indicate the number of:

- Full time employees: \_\_\_\_\_

- Part time employees: \_\_\_\_\_

- Family members (excluding yourself): \_\_\_\_\_

u) Describe your business. What do you sell? Who are your customers? (Maximum 400 characters)

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- v) Indicate average of monthly sales in the last 3 months. This could include formal and informal sales (circle one option): I have no sales yet | Between R0 and R6,000 per month | Between R6,001 and R20,000 per month | Between R20,001 and R150,000 per month | Between R150,001 and R600,000 per month | More than R600,001 per month
- w) Are you willing to go into partnership with others? (circle one option) Yes | No
- x) Are you willing to: (circle one option) Yes | No?
  - Handover your business to a colleague or family member while you take up this opportunity?
  - Incorporate your business into the new entity?

**PART 4: CONSENT**

21. I hereby give consent to Lexmark to conduct credit, criminal, education, business and any other checks required to validate this application. I agree to undertake psychometric assessments as part of the recruitment and selection program.

**PART 5: DECLARATION**

22. I declare that all the information provided is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified.

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Annexure A:**

<b>Checklist of Supporting Documents</b>	<b>Tick Box</b>
Motivation Letter and CV	
Completed Application Form	
Copy of ID	
Copy of Matric Certificate	
Copies of other qualifications	
Stamped letter from Chief confirming rural residence	
CIPRO documents, if applicable	
B-BBEE Affidavit or certificate, if applicable	
2 Employment and/or Volunteer References listed in CV	