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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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2017-09-15

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KLMAIm

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: BUSINESS DEVELOPMENT MANAGER
SALARY LEVEL	: 10
SALARY	: R470 040.00 P/A
REFERENCE	: MALUTI TVET/ KWE003/2020
COLLEGE COUNCIL APPOINTMENT CENTRE	: 3 YEARS CONTRACT (SEDA FUNDING) : KWETLISONG CAMPUS

MINIMUM REQUIREMENTS

- National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4
- National Diploma/Degree/Equivalent qualification in Mechanical/Civil Engineering
- At least three (3) years experience in training and development
- Computer Literacy (MS Excel, MS Word and MS Power Point)
- Unendorsed Valid Driver's Licence

RECOMENDATION

- Technical implementation of applicable field
- Use of current technologies and equipment

DUTIES

KPA1 :Training and Delelopment

- Curriculum and training programmes development.
- Facilitate technical training of SMME's to improve/enhance their skills.
- Provide coaching and mentoring to SMMEs.
- Coordinate training and capacity development for SMME's.

KPA 2: Technical Business Support

- Inspect and test equipment used by SMME's.
- Manage and ensure compliance (to relevant legislation and requirements) of goods and services produced by SMME's.
- Manage/co-ordinate manufacturing processes and resources in the Centre for Entrepreneurship RI.
- Manage the Health and Safety requirements within the Centre for Entrepreneurship RI.
- Ensure optimal functioning of workshops / production areas.

- Assist SMME's with the design and the production of their goods and services.
- Maintain the usage of the technical equipment and machinery.
- Assess and verify technical competencies of the SMME's.
- Keep abreast with technological advances and opportunities that pertain to the Centre for Entrepreneurship RI
- Compile estimates on financial implications of projects

KPA 3: Administrative Functions

- Provide management, stakeholders and SMME's with information
- Collect data and audit business key performance areas and key performance indicators
- Contribute to strategic planning
- Compile reports

KPA 3: Adhoc Duties

- Carry out all other duties related to the post

Applications must be submitted on a Z83 form obtainable from any Public Service department as well as Maluti TVET Corporate Office or from DHET Official website: www.dhet.gov.za (and be signed) and should be accompanied by originally certified copies of formal qualifications, certified copy of academic transcript, certified copy of driver's licence and certified copy of ID not older than three months and detailed CV. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right to withdraw the above mentioned position.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted to:

**Human Resource Manager
Maluti TVET College: Corporate Office
Private Bag X 33
BETHLEHEM
9700**

**Enquiries: Mr HT Basson - Tel: 076 035 8508
Email: hr.man@malutitvet.co.za**

Closing Date: 09 April 2020

H.T. Basson
[Signature]
18/03/2020