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

POSITION	: CENTRE MANAGER
SALARY LEVEL	: 11
SALARY	: R733 257.00 P/A
REFERENCE	: MALUTI TVET/ KWE002/2020
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 in Education/Business Management
- At least three (3) years experience in managing enterprise development programme
- Computer Literacy (MS Excel, MS Word and MS Power Point)
- Unendorsed Valid Driver's Licence

RECOMENDATION

- 5 years-experience in managerial level
- Proven experience in an innovation and technology-driven industry or organization
- In depth knowledge understanding of SMME and incubation industry
- Knowledge of New venture creations

DUTIES

- To manage business incubation facilities and programmes and coordinate the development of new and expanding entrepreneurial businesses.
- To support entrepreneurial efforts in targeted areas, including compiling and analysing data.
- Responsible for the overall strategy for start-up service programmes and identify opportunities to establish new programmes, manage incubator facilities, staff and associated budget.
- Promote and market incubation services and capabilities to external audiences.
- Identify, cultivate, and solicit support for incubation efforts and lead entrepreneurial programmes.
- 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 or hand delivered to:


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

OR

Human Resource Manager
Maluti TVET College: Corporate Office
Corner High & Broster Street
BETHLEHEM
9700

Enquiries: Mr HT Basson - Tel: 058 303 1732

Closing Date: 03 July 2020 @ 13:00


17/06/2020