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higher education  
& training

Department  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

MLT-HR-ADVERT Bethlehem 2014-R02

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01/11/20

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

<b>POSITION</b>	<b>: CENTRE MANAGER</b>
<b>SALARY LEVEL</b>	<b>: 11</b>
<b>SALARY</b>	<b>: R733 257.00 P/A</b>
<b>REFERENCE</b>	<b>: MALUTI TVET/ KWE006/2020</b>
<b>COLLEGE COUNCIL APPOINTMENT CENTRE</b>	<b>: 3 YEARS CONTRACT (SEDA FUNDING) : KWETLISONG CAMPUS</b>

**MINIMUM REQUIREMENTS**

- 3 Year Tertiary Qualification in Business Management or Business Administration or Entrepreneurship or related fields;
- Minimum of 5-10 years' work experience in enterprise development and incubation;
- 5 Years' experience in supervision or management level;
- Proven experience in an innovation and technology-driven industry or organisation;
- Knowledge and experience in entrepreneurship development and business incubation;
- Expertise in business management, proposal writing, business process development and budgeting;
- Strategic planning and implementation experience;
- Proven experience in assessing viability and sustainability of small enterprises;
- In depth understanding of corporate governance, SMME's and the incubation industry;
- A valid and unendorsed drivers licence;

**RECOMMENDATION**

- A NQF Level 8 post-graduate qualification in entrepreneurship or the related fields would be an added advantage.
- Emotional intelligence and political sensitivity
- Problem solving and analytical skills
- Corporate governance and stakeholder management skills
- Leadership, mentorship and teamwork skills
- Advanced computer literacy
- The ability to scaffold and effectively cascade the vision and mission of the institution
- Excellent written and verbal communication skills
- Good interpersonal and conflict management skills
- Good administrative skills
- Has the ability to mobilize and inspire others towards shared goals

## DUTIES

- Coordinate day-to-day running of the CfERI,
- Responsible for the overall strategy for start-up service programmes,
- Identify, cultivate, and solicit support for incubation efforts and lead entrepreneurial programmes,
- Manage the CfERI's assets and technology,
- Leadership in innovation and commercialisation of innovative ideas,
- Resource optimisation,
- Internal and External compliance management,
- Recruitment and identification of youth and entrepreneurs into the programmes and champion SMMEs growth in the various sectors,
- Development and revision of centre policies and procedures,
- Record keeping (Database management),
- Fund management and reporting through SEDA's reporting system,
- Fund raising and budget management,
- Design and implementation of marketing plan for centre,
- Staff recruitment and appointment,
- Employee performance management, training and development,
- Stakeholder relationship development and management,
- Liaison officer for CfERI stakeholders
- 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](http://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.

Shortlisted candidates will be required to prepare and deliver a presentation on their vision for the CENTRE FOR ENTREPRENEURSHIP AND RAPID INCUBATOR to a screening panel.

All applications should be posted, hand delivered or emailed to:

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

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

Online applications can be forwarded to this email address:  
[KWET0062020@malutitvet.co.za](mailto:KWET0062020@malutitvet.co.za)

Enquiries: Mr HT Basson - Tel: 058 303 1732

Closing Date: 12 October 2020 @ 16:00

