



Corporate Office
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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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

POSITION	: BUSINESS DEVELOPMENT OFFICER
SALARY LEVEL	: 8
SALARY	: R316 791
REFERENCE	: MALUTI TVET/CFERI001/2021
COLLEGE COUNCIL APPOINTMENT CENTRE	: 3 YEARS CONTRACT (SEDA FUNDING) : CENTRE FOR ENTREPRENEURSHIP RAPID INCUBATOR

MINIMUM REQUIREMENTS

- National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4
- National Diploma/Degree in Enterprise Development/Business Management/Business Administration/New Venture Creation
- Minimum of three years experience in Business Incubation, Enterprise Development, New Venture Creation, Project Management, Innovation and Technology driven industry or stakeholder management
- Advanced Computer Literacy
- Unendorsed Valid Driver's Licence

RECCOMENDATION

- Problem solving and analytical skills;
- Emotional intelligence;
- Good interpersonal and conflict management skills;
- Good administrative skills;
- Mentoring and Team work skills;
- Excellent written and verbal communication skills;
- Planning and organizing
- Facilitation
- Report writing
- Presentation skills
- Strategic thinking
- Financial Management

DUTIES

- Work with SMMEs to identify and evaluate new market, new target clients;

- Identify and evaluate specific new profitable business opportunities;
- Initiate and complete proposals and presentation for new business opportunities;
- Encourage environment of innovative thinking and commercialization of innovative ideas;
- Encourage SMMEs to incorporate innovative methods to their enterprises;
- Reception / Front Desk;
- Provisioning administration – ordering and dispatching supplies, asset management;
- Work with SMMEs to develop and implement strategic sales plan;
- Plan, implement and manage the enterprise development projects, programs, products and service aimed at SMME's development;
- Provide coaching and mentoring to SMMEs;
- Coordinate training and capacity development for SMMEs;
- Facilitate training and workshops for SMMEs;
- Maintain excellent stakeholder relationship with existing and potential stakeholders;
- Provide management, stakeholders and SMMEs with information;
- Collect data and audit business key performance areas and key performance indicators;
- Compile reports.
- Carry out all other duties related to the post.

Applications must be submitted on a Z83 form obtainable from any public service department or from the official Maluti TVET College website www.malutitvet.co.za. The application form should be signed and accompanied by originally certified copies of qualifications, certified copies of academic transcripts, certified copy of unendorsed valid driver's license, certified copy of ID not older than three months and a comprehensive C.V with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report.

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 DUE TO SYSTEM CHALLENGES

All applications should be posted or hand delivered to:

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

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

**Enquiries: Mr GD Mokoena - Tel: 058 303 1732
Closing Date: 29 October 2021 @13:00**

