



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Corporate Office
40 Cnr High & Broster Street
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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	: R896 436 P/A (All inclusive salary package)
REFERENCE	: MALUTITVET/CM019/2025
COLLEGE APPOINTMENT CENTRE	: 3 YEARS CONTRACT (SEDA FUNDING) : CENTRE FOR ENTREPRENEURSHIP & RAPID INCUBATOR

MINIMUM REQUIREMENTS:

- ❖ 3 Year Tertiary Qualification In Management or Business Administration or Entrepreneurship or related fields.
- ❖ 5 – 10 years' experience in enterprise development and incubation.
- ❖ Minimum of 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, SMMEs and the incubation industry.
- ❖ A valid and unendorsed drivers' licence.

RECOMMENDATIONS:

- ❖ 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 skills.
- ❖ 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 and report writing skills.
- ❖ Have the ability to mobilise and inspire others towards shared goals.

CORE DUTIES:

- ❖ Coordinate day-to-day running of the CfERI
- ❖ Responsible for the overall strategy for start-up service programmes,
- ❖ Indemnify, cultivate, and solicit support for incubation effort and lead entrepreneurial
- ❖ 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 CERI stakeholders
- ❖ Carry out all other duties related to the post.

Applications must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. Preference will be given to Indians and Coloured as per the EE targets of the College. It is the College's intention to promote equity (race, gender and disability) through the filling of this post.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

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 Management
Maluti TVET College: Corporate Office
Private Bag X 33
BETHLEHEM
9700**

OR

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

Email applications can be forwarded to this email address:
hrrcruitment@malutitvet.co.za

Enquiries: Ms NJ Ntsela – Tel: 058 303 1732

Closing Date: 18 July 2025 @13:00pm