



# higher education & training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**CENTRE MANAGER** : CENTRE FOR ENTREPRENEURSHIP  
**Salary Level** : 10  
**Reference** : GTVETC/CFE/01

**3-Year Contract**

## REQUIREMENTS:

- A 3-year Tertiary Qualification in Business and/or Project Management or Entrepreneurship
- 3-5 Years' minimum experience in enterprise development
- Proven experience in an innovation and technology-driven industry or organisation
- Experience in assessing viability and sustainability of small enterprises
- In-depth understanding of SMME and incubation industry
- Experience starting, owning, operating and/or managing a small business
- Project management experience
- Advanced computer literacy – MS Office
- A valid driver's licence

## COMPETENCIES AND SKILLS

- Knowledge of business incubation programmes; Marketing/sales strategies; Public relations principles;
- Experience in any aspect of small business, or personally owning or operating a commercial venture; business administration principles, business development finance;
- Networking; stakeholder relationships, management and leadership skills;
- Planning and organising; report-writing and presentation skills;



**SMALL ENTERPRISE DEVELOPMENT AGENCY**

an agency of the dsbd



**small business  
development**

Department:  
Small Business Development  
REPUBLIC OF SOUTH AFRICA



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- Administration and management practices and procedures including budgeting, supply chain management and record-keeping; applicable laws, rules, ordinances, statutes and regulations;
- Innovative thinker and results orientated individual who can prove time management, problem solving and implementation skills

## KEY PERFORMANCE AREAS (DUTIES)

- Manage an Incubator that will include an Innovation and Technical Centres;
- Encourage an environment of Innovative thinking and commercialisation of innovative ideas;
- Coordinate and monitor initiatives for the incubation service offering;
- Plan, coordinate, organise and spearhead efforts to recruit and locate technology and industrial users; ensuring appropriate equipment and materials are available for the successful operations related to these efforts;
- Source additional funding resources for the Centre of Entrepreneurship;
- Encourage innovative thinking among staff and incubatees and use networking skills to expand the Centre

Applications must be submitted to the Goldfields TVET College and must be accompanied by detailed CV, certified copies of qualifications, any relevant documents to prove the candidate's experience in SMME development, and incubation knowledge, and expertise, certified copy of the ID, Driver's License and contactable references to:

Goldfields TVET College, Private X95, Welkom, 9460 or applications can be hand delivered to 36 Buren Street, Flamingo Park Welkom.

**ENQUIRIES:** Mr Freddie Bosiu; 057 910 6000 during office hours

NB: Failure to submit required documentation will result in your application not being considered. Correspondence will be limited to short-listed candidates only.

Closing Date: 03 February 2017 at 16h00

