



MOTHEO TVET COLLEGE IS INVITING SUITABLE CANDIDATES TO APPLY FOR THE FOLLOWING ONE YEAR RENEWABLE PERFORMANCE AND PROJECT BASED CONTRACT POSITIONS AT THE NEWLY ESTABLISHED RAPID INCUBATOR SITUATED IN 46 ST GEORGES STREET.

Instructions:

Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a covering letter showing contents of application, certified copies of all qualifications (transcript of results must also be attached), driver's licence where indicated, identity document and a complete CV. (separate application for every vacancy) Applicants are requested to complete the Z83 form in full and the reference number for the post must be indicated. Qualification certificates must not be copies of certified copies. Candidates who possess foreign qualifications and/or short-course certificates must attach proof of the level of their qualification after evaluation by SAQA. The onus is on the applicant to ensure that their applications are posted or hand delivered timeously, as no applications received after the closing date will be considered. No email or faxed application will be considered.

Please forward applications to:

1. The Principal, Motheo TVET College, c/o St Georges and Aliwal streets, Private Bag X20509, Bloemfontein 9300
2. Mark it for attention: Ms MM Suping
3. Incubator post application and reference number

Note: Closing date for applications is: 7 October 2016 at 12:00. No late applications will be accepted.





APPLICANTS ARE RESPECTFULLY INFORMED THAT IF NO NOTIFICATION OF APPOINTMENT IS RECEIVED WITHIN 4 MONTHS OF THE CLOSING DATE, THEY MUST ACCEPT THAT THEIR APPLICATIONS WERE UNSUCCESSFUL

POST: CENTRE MANAGER (CM)

REF NO: INC/001/MOT2016

SALARY: R389 1415.00 per annum

MINIMUM REQUIREMENTS:

3 year Tertiary Qualification in Enterprise Development, Incubation Management, and /or Entrepreneurship Management and Project Management

RECOMMENDATIONS:

- 5 or more years 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
- Advance Computer literacy – MS Office and MS Projects
- Valid South African Drivers Licence
- Experience starting, owning, operating and/or managing a small business
- Financial Management skills

DUTIES:

The Incumbent will manage the business incubation facilities and programmes at the Incubator and the NSF funded projects assigned. Research, market, recruit, plan and coordinate development for new and expanding entrepreneurial businesses and possible projects to be executed by the college. Research and coordinating strategies 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 college funded projects and capabilities to external audiences. Identify, cultivate and solicit support of incubation efforts and lead entrepreneurial programmes, General administrative tasks such as management/oversight of local incentive agreements, project management, site visits to gather industry intelligence, develop/promotion of small business services and programmes, including presentations to relevant private and public stakeholders to promote the awareness and mission of the Incubator and assigned College projects.

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POST: BUSINESS DEVELOPMENT OFFICER (BDO)

REF NO: INC/002/MOT2016

SALARY: R171 069.00 per annum

MINIMUM REQUIREMENTS:

3 year Tertiary Qualification in Enterprise Development, Entrepreneurship Management and/or Business Management

RECOMMENDATIONS:

- Strong in client connection and client services
- Experience in enterprise development
- Strong responsibility, self-motivated, able to work under high pressure
- Proven track record of developing new businesses
- Proven experience in an innovation and technology-driven industry
- Experience in assessing viability and sustainability of small enterprises
- Project Management experience
- Advance Computer literacy – MS Office and MS Projects
- Valid South African Drivers Licence

DUTIES

The BDO will ensure the successful delivery of incubation services at the Rapid Incubator and in particular, ensure effective operation and use of Incubator facilities and achievement of enterprise development goals and objectives; establish and manage relationships with both public and private sector stakeholders, public sector entities, colleges, other training and research institutions. Die BDO will work closely with entrepreneurs and start-up companies of the incubation programme; with the goal to ensuring effective incubation of innovative technology based ideas, and growth of sustain able businesses. The role also requires the candidate to be a good networker, to ensure and evergreen incubation pipeline of ideas whose incubation will result in sustainable high growth companies with job creation opportunities

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POST: MARKETING AND ADMINISTRATIVE OFFICER (MAO)

REF NO: INC/003/MOT2016

SALARY: R142 461.00 per annum

MINIMUM REQUIREMENTS:

3 year Tertiary Qualification in Enterprise Development, Entrepreneurship Management and/or Sales and Marketing Management

RECOMMENDATIONS:

- 3 years of experience in Marketing, Sales, Business Development
- Strong client connection and client services
- Strong responsibility, self-motivated, able to work under high pressure
- Excellent interpersonal, communication and presentation skills
- A passion for marketing and a drive to succeed
- In depth understanding of SMME and incubation industry
- Advanced Computer Literacy – MS Office and MS Project
- Valid South African Drivers Licence
- Project Management Experience

DUTIES:

The Marketing and Administration Officer will be responsible for assisting the SMME's/Incubatees and Rapid Incubator in all areas of marketing and administration from the development of different elements to their execution. This will include assisting with market research and report writing. The MOS will also be responsible for maintaining the Rapid Incubator website information and other social media marketing tools and managing enquiries generated by visitors to the website.

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POST: CLEANER

REF NO: INC/004/MOT2016

SALARY: R78 066 00 per annum

MINIMUM REQUIREMENTS:

Abet Level 4/ Grade 9 or higher

RECOMMENDATIONS:

- Knowledge of cleaning procedures
- Cleaning experience
- Good interpersonal relations
- Certificate in Cleaning services will serve as added advantage

DUTIES

Maintaining cleanliness in the incubator workshops, innovation area, kitchen and offices. Cleaning of the change rooms, toilets. Vacuuming, dusting, sweeping and mopping of floors in passages, corridors, offices and the incubator at large.

Emptying rubbish bins, cleaning windows and glass doors, replacing toilet paper, soap and paper towels and placing orders for the cleaning material. Work closely with the Centre Manager.

Enquiries for all above mentioned positions:

Anica Labuschagné

051-4069344

Email: marketing@motheotvet.co.za

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