APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED PEOPLE FOR THE FOLLOWING DEPARTMENT OF HIGHER EDUCATION & TRAINING (MOTHEO TVET COLLEGE), COLLEGE COUNCIL FIXED TERM CONTRACT POSITION:

INSTRUCTIONS TO APPLICANTS: Applications must be submitted on a **new Z83 form**, obtainable from any Public Service Department or DPSA website **(www.dpsa.gov.za)** and a detailed Curriculum Vitae. **Certified copies of an ID, valid driver's license (where applicable), and all other relevant documents will only be requested on or before interview date.** Foreign qualifications must be accompanied by a SAQA (South African Qualification Authority). Immigrants should apply for work permits before assumption of duty. Correspondence will be limited to shortlisted candidates.
Successful candidates will be subjected to security screening and may be required to work at other places as may reasonably be requested by the college.

People with disability are encouraged to apply.

The College has the right to withdraw and/or amend adverts for post(s) and retains the right not to fill the post(s) as determined by the delegated authority

PLEASE FORWARD APPLICATIONS TO: Email recruitment@motheotvet.edu.za or hand deliver at the following address
     THE PRINCIPAL MOTHEO TVET COLLEGE
     C/o ALIWAL & St GEORGES STREETS PRIVATE BAG X20509
     BLOEMFONTEIN
     9300

For the attention of Mr MD Mokhobo

Closing date for applications is 30 June 2025 (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 (5 YEAR PERFORMANCE BASED CONTRACT SEDA FUNDED)**
REFERENCE NUMBER	**MOT/CM-INC/2025**
SALARY LEVEL	**10**
PLACE OF WORK	**CENTRE FOR ENTREPRENEURSHIP AND RAPID INCUBATOR**
SALARY	**R 582 444 per annum**

MINIMUM POST REQUIREMENTS
 3-year Tertiary Qualification in Enterprise Development, and/or Entrepreneurship or Business Management and Project Management.
 5 or more experience in enterprise development.
 Proven Experience in innovation and technology-driven industry or organization.
 A Valid Driver's License.

COMPETENCIES
 Experience in assessing viability and sustainability of small enterprises.
 In-depth understanding of SMME's and Business Incubation Industry.
 Advanced Computer Literacy (Microsoft Office and MS Projects).
 Knowledge and Experience in Entrepreneurship.
 Knowledge and Experience in Budget.
 Expertise in Business Management.

Central Office	Bloemfontein Campus	Hillside View Campus	Thaba 'Nchu Campus	Botshabelo Campus	Zastron Campus
Private Bag X20509 Bloemfontein 9300	Private Bag X20545 Bloemfontein 9300	Private Bag X20813 Bloemfontein 9300	Private Bag X10 Thaba 'Nchu 9780	Section A, Botshabelo	1 Hoofd Street, Zastron
Tel: 051 014 7850	Tel: 051 014 7850	Tel: 051 014 7850	Tel: 051 014 7850	Tel: 051 014 7850	Tel: 051 014 7850
Koffiefontein Campus	**Plot 32**	**Rapid Incubator**	**Artisan Academy**		
Xhariep ERC, 1 Du Preez Street	Lakeview, Bloemspruit Bloemfontein 9306	46 St Georges Street CBD Bloemfontein 9301	R657+P3, Ehrlich Park Bloemfontein 9312		
Tel: 051 014 7850	Tel: 051 014 7850	Tel: 051 014 7850	Tel: 051 014 7850		

"THE GATEWAY TO EMPLOYABILITY"

Accredited by:

Email: marketing@motheotvet.edu.za Website: www.motheotvet.edu.za

DUTIES AND RESPONSIBILITIES

Research, Manage and implement the business planning process and possible projects to be executed by the college.
Conduct research, analyses relating to the performance in implementing the entrepreneurship programme.
Oversee the development and delivery of skills programmes/short courses to emerging entrepreneurs through current college curriculum.
Initiate community-based entrepreneurship programmes to capacitate local SMEs.
Market the Centre for Entrepreneurship.
Manage the business incubation facilities and programmes at the Centre as well as the SEDA funded projects.
Research and coordinating strategies to support entrepreneurial efforts in targeted areas, including compiling and analyzing data.
Responsible for the overall strategy for start-up service programmes to identify opportunities to establish new programmes.
Manage Incubator Facilities, staff and associated budget.
General Administrative tasks such as management /oversight of local incentive agreements, project management, site visits to gather industry intelligence.
Development / promotion of small business services and programmes, including presentations to relevant private and public stakeholders.
To promote the awareness and the mission of the incubator and assigned college projects.

ENQUIRIES: Mr MJ NTSANE/Ms NP NAMEKA/Ms MD LEBEKO
CONTACT NO: (**051) 014 7850/1184/1178**

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Hillside View Campus
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Bloemfontein 9300

Tel: 051 014 7850

Thaba 'Nchu Campus
Private Bag X10
Thaba 'Nchu 9780

Tel: 051 014 7850

Botshabelo Campus
Section A,
Botshabelo

Tel: 051 014 7850

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1 Hoofd Street,
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