

POST 8 : SENIOR ADMINISTRATION OFFICER: BUSINESS UNIT
SALARY : R376 413 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL 8)
DURATION : 3 YEAR CONTRACT
CENTRE : CENTRAL OFFICE (REF NO: CO10/1/25)
Email Address : snradmin1025@ikhala.edu.za

MINIMUM REQUIREMENTS: Grade 12 or equivalent NQF level 4 qualification with an appropriate 3/4-year Diploma/Degree in Business Management/ Business Administration/ Entrepreneurship or relevant qualification. Minimum of 3-5 years relevant work experience in Business incubation, Enterprise development & New venture creation. Valid driver's licence. Computer Literacy.

KNOWLEDGE & SKILLS: Employment service market, PSET and CET Act, Public Service prescripts, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries. Understating of Project Management. Stakeholder management. Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Placement.

DUTIES: Ensuring the successful delivery of incubation services at Ikhala CfERI, effective operation and use of CfERI facilities and achievement of enterprise development goals and objectives. Establishing and managing relationships with both public and private sector stakeholders, public sector entities, Colleges, Universities and research institutions for the benefit of Students, Youth, Women and SMME's and the College. Work intimately with entrepreneurs and start-up businesses of CfERI incubation programme with the goal of ensuring effective incubation of innovative technology-based ideas and growth of sustainable businesses. Work with College CfERI Clients 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. Encouraging an environment of Innovative thinking and commercialisation of innovative ideas. Planning, implementing and facilitating training for the enterprise development projects, programs, products and services aimed at students and SMMEs. Guide and support incubate. Monitor performance of various projects of entrepreneurs. Facilitating and maintain an excellent stakeholder relationship with existing and potential stakeholders. Promote relations with relevant stakeholders. Liaise with different sector stakeholders and broader business community. Ensure that funding opportunities are secured for new projects. Providing management, stakeholders and SMME's with information. Collect data and audit business key performance areas and key performance indicators. Compile and submit reports. Ensure that new entrepreneurs are operating effectively and efficiently.