

BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

POSITION: Enterprise Development Specialist

Ref: REC/15/16

Minimum Requirements: • 3-year qualification in Mechanical / Electrical / Industrial Design Engineering / ICT qualification or Equivalent • 5 years of equivalent experience in skills development • 2 years' managerial experience in skills provisioning • Exposure in industrial design.

Required Competencies: • Knowledge of the Skills Development Act: • Knowledge & experience in respect of training, facilitation and development: • Exceptional communication and interaction skills: • Negotiating skills: • Conflict Management skills: • Problem-solving skills: • Excellent Business Writing skills: • Knowledge of the management of Learnships and Internships: • Knowledge and Understanding of the support services required by young start-up business and high growth entrepreneurs.

Specific Functional Responsibilities: • **Human Resources Development:** • Researches/ obtains donor funding; • Meets provincially/ locally to promote HRD in various forums; • Inputs to Provincial Skills Development Strategy; • Implements Labour management strategies; • **Management of Skills Development Programmes;** • Manages Apprenticeships, Apprenticeships and Internships; • Negotiates terms and conditions of funding; • Coordinate research around critical skills shortage and facilitate a business leadership program; • Assists in skills provisioning; • Drafts SLA's MOU's, contracts • Maintenance of Discipline; • Compliance with OHS • Regular reporting; **SMME Development;** • Coordinate the operating of 3d printing/ fabrication services. • Coaching/ assistance provision; • **Skills Development Programme (SDP) Business;** • Prototype Business Development; • **Governance;** • Drafts and Signs SLA's, contracts, MOU'S

Please e-mail your applications to: recruitment@elidz.co.za

The closing date is 06 January 2017. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill this position. **Preference will be given to African Males as per our ELIDZ EE Plan.**

Tel: 043 702 8200 / www.elidz.co.za

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east london idz
business streamlined